

Event Guide for City of Birmingham Orienteering Beginners, Families and Schools (Level D) Events

The purpose of this document is to offer guidance to the organisers and planners regarding the above events and to meet the requirements of British Orienteering and landowners such as Birmingham City Council to ensure that events are properly registered and can take place safely.

Registration of Events

All COBO events must be registered with British Orienteering for insurance and publicity purposes. This is normally done by James Thomas HOC Fixtures Secretary. You can check whether an event is registered with British Orienteering using the following link: <https://www.britishorienteering.org.uk/event>

To contact James email him on jrthomas30788@hotmail.co.uk

All COBO events must also have permission from the landowners. For most COBO events this will be Birmingham City Council. Events must be registered at least 12 weeks in advance. This is currently done by Ian Gamlen ian.gamlen@gmail.com

The link for registering events with Birmingham city council is <https://www.birmingham.gov.uk/xfp/form/531>

Organisers and Planners Roles and Responsibilities

Anyone wishing to Plan or Organise an orienteering event needs to have completed an Event Safety course. They should have also completed an Organisers or Planners course. These are run regularly by the WMOA. For more details click here: <http://wmoa.org.uk/wp/event-officials/>

For details of the organisers role and responsibilities click on the following links:

<https://www.britishorienteering.org.uk/organisers>

For a useful checklist for the Organiser see following link:

https://www.britishorienteering.org.uk/page/handbook_checklists

Risk assessment forms

British Orienteering has a risk assessment form which should be completed by the event Organiser and checked by the Planner and/or an experienced Club member. Copies of the British Orienteering Risk Assessment can be found using the following link: https://www.britishorienteering.org.uk/page/handbook_safety

Planners Roles and Responsibilities

For details of the planners role and responsibilities click on the following link:

<https://www.britishorienteering.org.uk/page/planners>

Specific considerations for COBO Beginners, Families and Schools (Level D) Events

Organiser

Ensure that the event has been registered with British Orienteering and Birmingham City Council

Provide the HOC Webmaster Marian White email marianw123@aol.com or Ian Gamlen with an accurate and up to date flyer for the event and ask them to put it on <https://harlequins.org.uk/wp/> For an event flyer template click here: <https://harlequins.org.uk/wp/policies/>

Consider whether adequate car parking is available and whether there are any charges. Consider toilet facilities.

Ensure that event is effectively publicised by contacting Ian Gamlen and Peter Rose (HOC publicity Officer) newsletter@harlequins.org.uk

Liaise with COBO Equipment Officer Ian Gamlen tel no 07941730771 to agree what equipment is required.

Ensure float and sufficient registration forms are available (currently Ian Gamlen has these)

Liaise with Planner to ensure that enough maps have been printed.

Liaise with Ian Gamlen if Maze O and/or String Course is required.

Identify volunteers to help at the event on the day. Areas to cover include: Signage, Car parking, Setting up and taking down tents etc, running Registration, Download, Start, Finish, First Aid, Control collection.

If you are using Si cards (dibbers) and want event results you will need to use SI Timing. Please contact Ian Gamlen and ask him to set up the event for you. The planner will need to send Ian an XML course file which is produced from course planning software such as Purple Pen or Condes or OCAD.

Agree with Volunteers when they will be required. Registration is normally open from 1pm -2.30pm however it generally takes 1-2 hours to get set up and 1-2 hours to pack up and collect all the controls.

Liaise with planner to agree exact site of Start and Finish

Check weather forecast. In severe weather it may be necessary to cancel the event. If event must be cancelled

contact HOC Club webmaster – Marian White to update website and ask Ian Gamlen to email possible participants via coboc1@gmail.com

On the Day of the Event Ensure that all participants who have started have also reported to the finish, even if they have not completed their course.

In the event of missing competitors organise a search party/contact police should this prove necessary

For further guidance click on following link:

https://www.britishorienteering.org.uk/images/uploaded/downloads/Appendix%20Ev2.5_2015.pdf

Safeguarding: If there are any safeguarding issues or concerns go to <https://harlequins.org.uk/wp/safeguarding/> and follow the advice provided.

After the event ensure that entry fees are passed onto the HOC Treasurer Dave Aldridge and provide Dave with the number of Senior and Junior Participants, split into BO and non BO members. You also need to provide him with the number of string or maze O participants and volunteers who have helped but not had a run.

Planner Plan suitable courses – white, yellow, orange, red (long orange), red + yellow (if possible). Wherever possible choose control sites which can be gripped.

Ensure map is updated – liaise with Club Mapping Officer – Dave Ellis email dave@birminghamadventure.co.uk

Ensure the safety of courses – consider whether they cross roads, streams, near lakes etc

Ensure sufficient maps are printed including master (all control) maps

Liaise with Equipment Officer Ian Gamlen to obtain necessary kit – Si Units, stakes, O kites and gripples

Allow sufficient time to put controls out on the day.

Let Organiser know when all controls are out and courses can open.

Co-ordinate control collectors once courses close

Dated 30th November 2023 by Ian Gamlen Vice Chair HOC