



Forestry Commission Scotland
Coimisean na Coilltearachd Alba

Orienteering Events on Scotland's National Forest Estate

Agreement between Forestry Commission Scotland
and Scottish Orienteering

DRAFT 29 June 2012



Forestry Commission Scotland
Coimisean na Coilltearachd Alba

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Glossary of Abbreviations

SO – Scottish Orienteering
 BO – British Orienteering
 FCS – Forestry Commission Scotland
 FD – Forest District (10 administrative areas for FCS)

Introduction

Forestry Commission Scotland (FCS) is the government agency responsible for the management of 665,000 hectares of state owned forests and woodlands in Scotland, in line with standards set out in the UK Forestry Standard.

Scottish Orienteering (SO) is the national governing body for orienteering in Scotland. SO is affiliated to British Orienteering and aims to encourage, promote, develop and control orienteering in all its forms amongst all sections of the community in Scotland.

This document describes the relationship between FCS and SO and sets out the terms and conditions whereby SO and Approved Clubs and Organisers (further information about which can be found at [Schedule 1](#)), may hold orienteering events and training sessions on FCS land. This Agreement applies to all foot orienteering disciplines, as shown in [Schedule 2](#).

Background to this Agreement

Purpose of the agreement

- Forestry Commission Scotland is a responsible land manager and works within the provisions of Land Reform Act (Scotland) 2003 and the Scottish Outdoor Access Code (SOAC)
- FCS is working with SO as it is the governing body for orienteering in Scotland and is responsible for licensing and insuring events and managing an extensive events programme, for which it has a considerable pedigree.
- Both parties wish to ensure smooth and efficient planning, management and running of events so that participants have a good experience, whilst respecting the needs of the land manager and other parties with an interest in the forest.

Responsible access

Sections 3.60 and 3.61 of the Scottish Outdoor Access Code state that permission should be obtained from the relevant land manager(s) if your event:

1. needs new or temporary facilities and services for the event i.e. car parking, fencing, signage, marked courses, litter bins or toilets and involves more than 25 - 50 participants.; or
2. is likely, due to its nature or the number of participants or spectators, to an unreasonable extent, to hinder land management operations, interfere with other people enjoying the outdoors (on safety or charging for entry grounds) or could affect the environment.

Further information and guidance on when a permission is required has been developed by the National Access Forum (October 2010) and can be found at www.snh.gov.uk/docs/B744478.pdf

Definition and management of events

An event, within the scope of this Agreement, is defined as a formal competition, participation event or training session which requires special provisions such as those set out above in the responsible access paragraph or additional support from Forestry Commission Scotland.

Small and informal group/club outings, which don't require the aspects of 1 and 2 outlined above, are not classed as events, under footnote 45 in Section 3.60 of the [Scottish Outdoor Access Code](#). However, it would be advisable nonetheless for organisers of such outings to liaise with the forest district, as per the arrangements for a more formal event.

FCS undertaking responsible management of orienteering events

FCS has adopted this approach to managing orienteering events on the NFE in order to:

- Provide Event Organisers with a consistent and predictable approach to working with FCS when planning orienteering events on the NFE;
- Standardise event charges across the NFE, ensuring a consistent FCS approach;
- Offset the cost to the taxpayer, of administering permissions and FCS staff involvement for events in light of growing pressure on public sector spending.

FCS is making these charges to cover administration and management of permissions, event health and safety and risk assessments, pre and post site inspections/attending event meetings where necessary, pre-event preparation (route/forest/facilities) and Event Organiser requests.

Charging arrangements

Cost of permit plus other costs incurred by FCS plus share of any commercial revenues and/or compensation for other lost opportunities e.g. car parking charges levied by FCS.

Forward planning and liaison.

An annual meeting to review this agreement will involve staff from Scottish Orienteering, a national representative from Forestry Commission Scotland and any other relevant invitees.

An additional aim of the meeting may be to improve the longer term planning of an events calendar for successive years and, where possible, avoid or manage event conflicts to the benefit of all involved.

For Level A events only, further discussion will be held at a district and national level, as required.

The annual meeting could also include a review of the previous year's events, when the timing becomes suitable, which relates to [section 8.4](#).

Terms of the Orienteering Events Agreement

1. Event Application and Permission

- 1.1 All applications by SO and Approved Clubs and Organisers for permission to organise a orienteering event or training session (other than a 'local event', see 1.3 below) shall be made in writing on a copy of the application form at [Schedule 3](#) of this Agreement. This application shall be made to the forest district office within whose area the event(s) or training session(s) are to take place (see [Schedule 4](#) for FCS contact information). For each event or training session, Scottish Orienteering or the Approved Club shall name an Organiser who will be the point of contact with FCS.
- 1.2 Clubs and Event Organisers affiliated to SO will be permitted to use suitable FCS land under this Agreement for events. Approvals granted by SO to affiliate clubs and organisers shall expressly state that approval is provisional and conditional upon the receipt of permission from FCS for an event in Scotland. An example of the permission document is appended to this Agreement as [Schedule 6](#). Conditions detailed in that schedule form part of this Agreement. There is also provision within this Agreement for non-SO affiliated clubs and Event Organisers to hold events on Scotland's NFE which is further detailed in [Schedule 5, section 2](#).
- 1.3 Organisers seeking permission to hold an event on Scotland's NFE should provide FCS with sufficient notice. It will not be possible to authorise events where permission is sought less than:
 - **Large events:** competitions or mass participation events, with over 500 participants, drawing from a wide catchment. These events are Level A or Level B (BO designations), or international and **subject to IOF competition rules - 20 weeks before the date of the event;**
 - **Medium events:** competitions or larger participation events of up to 500 participants which are either part of a regional series or drawing participants from a wide regional catchment. This would include Scottish O League events - **16 weeks before the date of the proposed event;**
 - **Local events** – smaller competitions, participation or social events of around 50 participants, normally organised by a local group or club, drawing from a local catchment – **12 weeks before the date of the proposed event.**

It is strongly recommended that those proposing to hold an event check date and location availability and any restrictions with the relevant Forest District/s before starting the official permissions process and timings outlined above. To this end, organisers are encouraged to get in touch with the relevant District using the contact details in [schedule 4](#), as early as possible.

Fast-track process (relevant to all outdoor events, including orienteering)

A 'fast track' permissions process for short-notice events which provide significant national opportunities and benefits can be considered in exceptional circumstances. An example of this scenario would be where a larger event attracting good media coverage of Scotland was cancelled elsewhere at very short notice and required a specific type of site at another location and wasn't able to be postponed. However, in order to ensure that the fast track process doesn't become the norm, these events would attract an additional charge of £1000 plus VAT, which would be reviewed annually and would also be subject to application and availability.

- 1.4 Event Organisers who plan to use motorised vehicles on the NFE as part of their event support and management should refer to [Schedule 7](#) of this Agreement for the FCS policy and charges for vehicular access. Organisers should be aware that use of vehicles for an event will require an additional risk assessment. The police class forest roads as public highway, therefore all vehicles must be taxed, MOT'd and insured and drivers must hold a valid and appropriate driving licence.
- 1.5 All Approved Clubs and Event Organisers must conform to the requirements set out in the Land Reform (Scotland) Act 2003 and the Scottish Outdoor Access Code. See www.outdooraccess-scotland.com for further information.
- 1.6 Section 11 closure (important information for all outdoor events organisers): An event organiser may need to seek a closure order from a Local Authority for an event on the grounds of public safety or charging for entry in order to temporarily exempt a specific area from access rights. Section 11 of the Land Reform (Scotland) Act 2003 (Power to exempt particular land from access rights), provides a mechanism for local authorities, whether on application from third parties or at their own initiative, to exempt a particular area of land from access rights for a particular purpose, for either a short period of time, for example four days, or longer if required. Local authorities must consult the public and the owner of the affected land on the proposed order (section

11(2)) and any order which excludes land for six days or more will require Ministerial confirmation (section 11(3)). Section 11(9) provides that all orders must be notified to the public. Under section 11(12), an order has effect for a maximum of two years unless re-enacted, in which case section 11(13) applies. Further information about Section 11 Access Closure Orders can be found at [Schedule 12](#). Event Organisers seeking a closure order should contact the Local Authority access officer in the first instance. Contact details for Local Authority and National Park access officers can be found at www.outdooraccess-scotland.com/help-and-information/contact-la-officer.

2. Event Health & Safety

- 2.1 All events will be subject to the procedures laid out in the [British Orienteering Event Guidelines](#) and in any event-specific SO handbook – a digital version can be found on the [Scottish Orienteering website](#) and hard copies are available from Scottish Orienteering. Failure to follow these procedures will lead to the cancelling of events and future permissions being refused. In addition, Event Organisers should refer to the '[Good Practice Safety Guide](#) – for small and sporting events taking place on the highway, roads and public places.' Further guidance on successful event management can also be found in the [Health & Safety Executive's HSG195](#) (event safety guide).
- 2.2 Risk assessments for each event or training session must be carried out and submitted with each application. The minimum basic standard for event organisation must conform to those set out in the [British Orienteering event guidelines](#) which highlight the importance of risk assessments and how to complete these. An example of a British Orienteering Risk Assessment can be found at http://new.britishorienteering.org.uk/zuvvi/media/articles/scottish_orienteering/2010_Risk_Assessment_Form.doc
- 2.3 SO and Organisers shall bear overall responsibility for the conduct and general behaviour of competitors and officials and where reasonably practicable, shall use their best endeavours to procure the good conduct of any spectator in pursuance of event safety and environmental preservation. Some examples of irresponsible behaviour include climbing trees for improved event viewing, ad hoc placements of objects on the event route or ignoring requests/signage excluding access to conservation, sensitive or harvesting zones etc.
- 2.4 For land access, due account should be taken of the conditions set out in the Land Reform (Scotland) Act 2003 and the [Scottish Outdoor Access Code](#).
- 2.5 SO and FCS require the Organiser to have a formal mechanism for recording event accidents and incidents. In the event of a serious incident (i.e. fatalities, life threatening or head, neck and back injuries) to participants, spectators, volunteers or staff, the Organiser will notify their forest district

representative immediately the circumstances permit. The District representative will then inform the Forest District Manager, Forest Enterprise Scotland CEO or a Forest Enterprise Scotland Management Board Member, the FC GB Safety Officer and FC Duty Press Officer. Other accidents requiring off-site medical attention related to an event should be notified to the Forest District representative within 24 hours. Incidents should be reported using the Organiser's reporting mechanism within 7 days of the end of any event, which FCS will transfer to the FCS Incident Report Form, an example of which can be found at [Schedule 8](#). To this end the Organiser's reporting system should provide sufficient information to allow FCS to complete its documents. **From 2012, event organisers will be able to upload accident reports directly into the FC GB reporting system. Further information will follow for this.**

- 2.6 SO shall maintain an insurance policy with a reputable insurer for the duration of this Agreement, for an amount of not less than £5 million in respect of any one claim; the amount of such insurance shall not limit the liability of SO to FCS. Insurance must cover any pre and post event set up and take down activity as well as the actual event itself. Any non-SO-affiliated Event Organisers should also have the same level of insurance cover as outlined above.
- 2.7 Event Organisers shall produce said insurance policy and receipt for the premium paid, on request from FCS.
- 2.8 SO, where it has registered and issued a permit for an event, shall indemnify FCS against all claims arising from any loss or damage, or injury or death to participants, spectators and any third parties arising from the use of FCS land for all events on SO's official fixture list and scheduled training sessions. Non-SO-affiliated Organisers will also indemnify FCS against claims as above.

3. Event Permissions Charging

- 3.1. A charge for an FCS permission issued in respect of each event held in Scotland, which is for over 50 participants and/or requires facilities and/or may diminish access rights for other forest users, shall be made in accordance with [Schedule 5](#) appended, forming part of this Agreement. Event Organisers will supply their FCS representative with participant numbers within two working days of the event's conclusion.
- 3.2. Reasonable charges will be made by FCS for the administration, time and services provided by FCS before, during and after the event, as part of FCS' aim to ensure events go as safely and smoothly as possible. See [schedule 5](#) for guidelines and examples of what these charges cover.

- 3.3. Where only part of an event course/footprint is on FCS land, a pro-rata reduction of the scheduled event charges will be made. For example if 80% of the entire event footprint is on FCS land, then the organiser will be charged 80% of the event fee. The FCS District representative should be supplied with course maps when applying for event permission in order to agree the correct proportion.
- 3.4. Reasonable charges will be made by FCS for the granting of any special facilities involving FCS in extra expense, e.g. siting of toilet/catering facilities, forest buildings used as changing rooms or for other purposes and camping. Extra facilities and charges relating thereto, will be discussed and agreed between the Event Organiser and the local Forest District.
- 3.5. Event Organisers, event participants and event spectators will continue to remain liable for car parking charges where these are levied. If an Event Organiser requires exclusive use of any car parking facilities, this will be charged (where a charge is levied) to the Organiser as full capacity car park x normal car park charge. An Event Organiser may not charge for car parking where such a charge does not normally apply, unless an agreement on charges and use of parking income is reached with the Forest District. See also [schedule 5, point 4](#).
- 3.6. Sales outlets for orienteering equipment and/or confectionery/non-alcoholic drinks/snacks will be allowed at permitted events subject to agreement between the Organiser and FCS as to the number and siting of outlets. Any charges for sales points will be negotiated locally or using FCS national scales which may exist in future. FCS will not make a charge to Event Organisers in this respect, where they work in partnership with existing on-site businesses. The Event Organiser or trade representatives should be licensed by the relevant local authority, and those selling food and beverage, must be certified by the local Environmental Health Office. In addition, trade representatives should provide the Organiser with a risk assessment – especially in relation to any gas/power requirements and any other Health and Safety at Work Act considerations, which may be inspected by Local Authority and HSE representatives.
- 3.7. Relevant to all outdoor events: all FCS charges will be subject to VAT at the percentage rate in-force when an event permission is agreed. The exceptions to this are:
 - 3.6.1 If the let/licence/permission is for more than 24 hours and the event Organiser has exclusive use of the land;
 - 3.6.2 If the let/licence/permission is for a series of 10 or more events (irrespective of the number of hours of each event). To qualify for this exemption, there must be at least one day between each event and no

more than 14 days. As with 3.6.1 above, the Event Organiser must have exclusive use of the land.

4. Event Operation/Management

- 4.1. Pre-event site inspections will be conducted between the Organiser and a Forest District representative in order to agree the pre-event site conditions, any specific site/event requirements and a post-event reinstatement schedule. Post-event inspections will assess the condition of the site with a view, where necessary, to make good any apparent damage resulting from holding the event. Where any remedial work is necessary, the Organiser and FCS District representative will discuss and agree who will undertake any reinstatement work and timings/costs thereof, in line with conditions set out in [section 5.1](#). The charges set out in [Schedule 5](#) do not include site reinstatement.
- 4.2. Vehicle use and vehicular access at events should follow the guidelines set out in [Schedule 7](#) appended to this agreement. In addition, vehicles parked on FCS land for specific events are done so at owners' own risk. No liability can be accepted by FCS. Further information regarding charges for using vehicles on the NFE can be found in [Schedules 5 and 7](#).
- 4.3. When tents/marquees are required for an event, the Organiser will be responsible for their safe set up and dismantling. Set up may commence on the day before the event or earlier as agreed with FCS, but dismantling and site restitution must be completed to FCS' reasonable satisfaction immediately the event has ended. The Organiser will be responsible for the health, safety and security of any staff/volunteers, structures or materials on-site before, during and after the event.
- 4.4. Camping by event participants and spectators on FCS ground (where agreed by FCS) is the responsibility of the Organiser. Event plans and risk assessments must adequately consider aspects including sanitation requirements, health and safety i.e. separating tents from caravans/camper vans, trip hazards etc and Organisers will require insurance for this provision.
- 4.5. If it is intended to fix notices or markers to trees on no account shall nails, staples, wire or anything liable to damage trees be used. The recommended method is to tie with string (not nylon or similar fibre) in such a way that tree damage is avoided. All event organisers must follow Scottish Orienteering guidelines for setting out controls.
- 4.6. In terms of responsible access, all Approved Clubs and Event Organisers must conform to the requirements set out in the Land Reform (Scotland) Act 2003 and the associated Scottish Outdoor Access Code. See www.outdooraccess-scotland.com.

- 4.7. Organisers are required to ensure that events have adequate controller/organiser cover, as specified in British Orienteering events guidance.
- 4.8. For environmental and site sustainability purposes, event organisers are required to and will be responsible for managing all aspects of waste (water, litter, human etc) in relation to events which they hold. Further information and guidance on this aspect is detailed in the Forestry Commission Operational Guidance Booklets (OGB) 35, copies of which are available from District offices.

5. Post Event Considerations

- 5.1 The Organiser shall be responsible and liable for ensuring that all areas used for the event, including trails, car parking areas, toilets, areas of the forest used for trade stands, camping, catering, competitor changing and additional toilet facilities are left in the same condition as the pre-event site inspection. If such areas are not left in the same condition within seven days of the event's conclusion, following the consultation as set out in [4.1](#) above, FCS reserves the right to undertake reasonably required 'make-good' work and re-charge any incurred costs to the Organiser. These charges are in addition to and not part of those set out in [Schedule 5](#). Areas of the forest which are heavily used by other members of the public must be re-instated to their original pre-event condition immediately after the event. These areas will be agreed as part of the pre-event inspection as detailed in [4.1](#).
- 5.2 Event reporting – the forest district office should be sent the Scottish Orienteering post event report, highlighting any successes, issues and key learnings for future events.

6. FCS Estate and Contractor Operations

- 6.1 It may be necessary to apply restrictions to orienteering and other access in forests or over parts of such forests at certain times in order to protect environmentally sensitive areas, or because of forest operations or other interests. Wherever possible, these restrictions will be applied to specific and discrete areas rather than blanket constraints. FCS shall use its best endeavours to notify the Organiser of any restrictions at the time of application for permission for an orienteering event. In the event that FCS applies restrictions, that decision shall be final. Organisers should always check the [Scottish Orienteering Association and Capercaillie BAP Group agreement March 2011](#) (or subsequent revised document), when planning an event.
- 6.2 All parties will at all times use their reasonable endeavours to work together to co-operate and liaise, to ensure that SO's activities and permitted events on FCS' land are not interrupted or adversely affected by any action or omission

of FCS. In particular, FCS will keep SO and relevant Approved Clubs and Organisers informed of activity (other than that directed by SO), which it intends to carry out on the NFE that might affect the use of that land by SO and Approved Clubs.

- 6.3 FCS recognises that for some competitions it may be necessary to agree an event area at least two years in advance. In these circumstances FCS shall nominate a liaison officer and shall acquaint the Organiser of any proposed forest operations up to the date of the event so that the most suitable areas may be determined. FCS will use its reasonable endeavours to ensure that no unscheduled forest operations will be undertaken which affects the agreed area in this period.
- 6.4 If FCS' tenants and/or landlords or other persons having an interest in the land are likely to be affected by an event or its use as a training area or their permission/notification is required, then arrangements to notify these persons or obtain their permission shall be made between the Organiser and FCS. FCS shall give the Organiser the names and addresses of those persons likely to be affected, where possible.
- 6.5 No other organised sporting events shall be authorised on the same area (except training areas) by FCS during the period (including the period required for preparing the area immediately prior to an event taking place) that an Approved Club event is taking place on, but FCS shall not restrict normal public access over areas (unless covered by a Section 11 closure order as previously described in [section 1.6](#)) where an event has been agreed.
- 6.6 FCS will endeavour to arrange for temporary cessation of contract operations by contract holders on FCS land affected by an Event for the duration of the Event. If agreement cannot be reached with a contractor, FCS may require the Event to be re-routed or cancelled. Where there may be the risk of any such issues, they will be fully discussed with the Event Organiser.

7. Other Aspects

- 7.1 This Agreement confers no rights on SO or Approved Clubs for the siting of permanent orienteering courses on FCS land. FCS shall consider requests for the development of such courses and shall enter into Agreement with SO/Approved Clubs where there is no conflict with District forest plans, other forest users and environmental integrity.
- 7.2 SO shall ensure that Approved Clubs and Organisers provide reasonable opportunities for FCS to promote its involvement at events organised on FCS land. See [Schedule 9](#) for examples of how SO, FCS and Approved Clubs and Organisers can jointly promote their brand messages/event etc. Promotion elements should be agreed and managed between the Event Organiser and

the Forest District, once a permission has been granted (or agreed in principle).

- 7.3 This Agreement confers no rights on SO or any Approved Clubs:
- 7.3.1 to provide any sales outlets for the sale of refreshments, merchandise or any other items on FCS land, save to the extent permitted for a particular event by the FCS permission relating thereto;
 - 7.3.2 to erect grandstands or other similar structures on FCS land and operate hospitality, save to the extent permitted for a particular event by the FCS permission relating thereto;
 - 7.3.3 to offer corporate hospitality facilities, save to the extent permitted for a particular event by the FCS permission relating thereto;
 - 7.3.4 to sell media rights for non-terrestrial or non-news coverage recording or transmission. Event Organisers or press and PR media seeking filming rights should contact the Forest District to obtain a filming permission. Some filming permissions are chargeable, see [Schedule 10](#).
- 7.4 Both SO affiliated and non-affiliated Event Organisers should conform to the Equality Act 2010 and further provisions of this Act.

8. Conflict and Arbitration

- 8.1 FCS retains the option to refuse an application/approach for an event if it is deemed inappropriate or presents an unacceptable business risk involving financial and reputational liabilities which cannot be accommodated. Some examples include: clashes with other events, unavoidable forest operations, environmental or events which undermine FCS' brand values and identity etc.
- 8.2 FCS reserves the right to revoke permission for an event at any time by notice given to the Organiser of the event in writing. This right will only be used exceptionally and, where possible, a suitable alternative area will be provided.
- 8.3 In the event that agreement cannot be reached between FCS and an Organiser over any matter relating to this Agreement, SO or FCS may request that the National Representatives meet with all parties to consider the matter.
- 8.4 FCS and SO shall meet annually at the request of either party to review data on the number of events held in the preceding calendar year on FCS land, any post-event report documents and the conduct of this Agreement.
- 8.5 This Agreement shall be for the period from September 2012 up to and including 31st December 2020. Charges shall be reviewed every three years (or at any time giving two months notice by either party) and adjusted as agreed by the parties in accordance with the movement of the General Index of Retail Prices. Reviews will take place no later than:

1 December 2015

1 December 2018

8.6 The Agreement will be formally reviewed during the three months prior to 1 December 2020 at which point both parties may unilaterally terminate it.

Signed
For and on behalf of Forestry Commission Scotland

Date

Signed
For and on behalf of Scottish Orienteering

Date

Schedule 1: APPROVED CLUBS AND ORGANISATIONS

A list of Approved Clubs, Organisations and Event Organisers will be updated as required by Scottish Orienteering and displayed on the [Scottish Orienteering website](#).

Schedule 2: ORIENTEERING DISCIPLINES COVERED BY THIS AGREEMENT

All foot orienteering disciplines are covered by this agreement.

These comprise:

Foot-O

Long distance

Middle distance

Trail-O

Urban

Sprint-O

Night

Ultra-Long

Score

Relay

Any mountain bike orienteering event will be subject to the FCS/Scottish Cycling [mountain biking events agreement](#), until such time as a specific MBO agreement exists.

Schedule 3: APPLICATION TO HOLD AN ORIENTEERING EVENT/TRAINING SESSION – delete as appropriate

Name of applicant: (Mr/Mrs/Ms/Dr/Other)
Name of Club or Event Organiser:
SO/BOF reference:
Address of applicant: (Please include postcode) Telephone: Email: Website:
Date(s) of Event: (See note 4 overleaf)
Title of Event:
Event Category (see Schedule 5):
Number of vehicles requiring access for event (see Schedule 7):
Estimated participant numbers:
Actual participant numbers (supplied post event):
Proposed entrance fee:
Location of Event: (Please attach map)
Time of Event:
Sales Points (catering or retail - see separate schedule):
Is filming of event proposed (see separate schedule):

I apply for permission to organise the above event, and confirm that I have read and understood the notes below. I agree to be bound by the conditions of the Agreement between Forestry Commission Scotland and Scottish Orienteering from September 2012 to 31 December 2020.

Signed: Date:

On behalf of: (see note 5 overleaf)

Name:

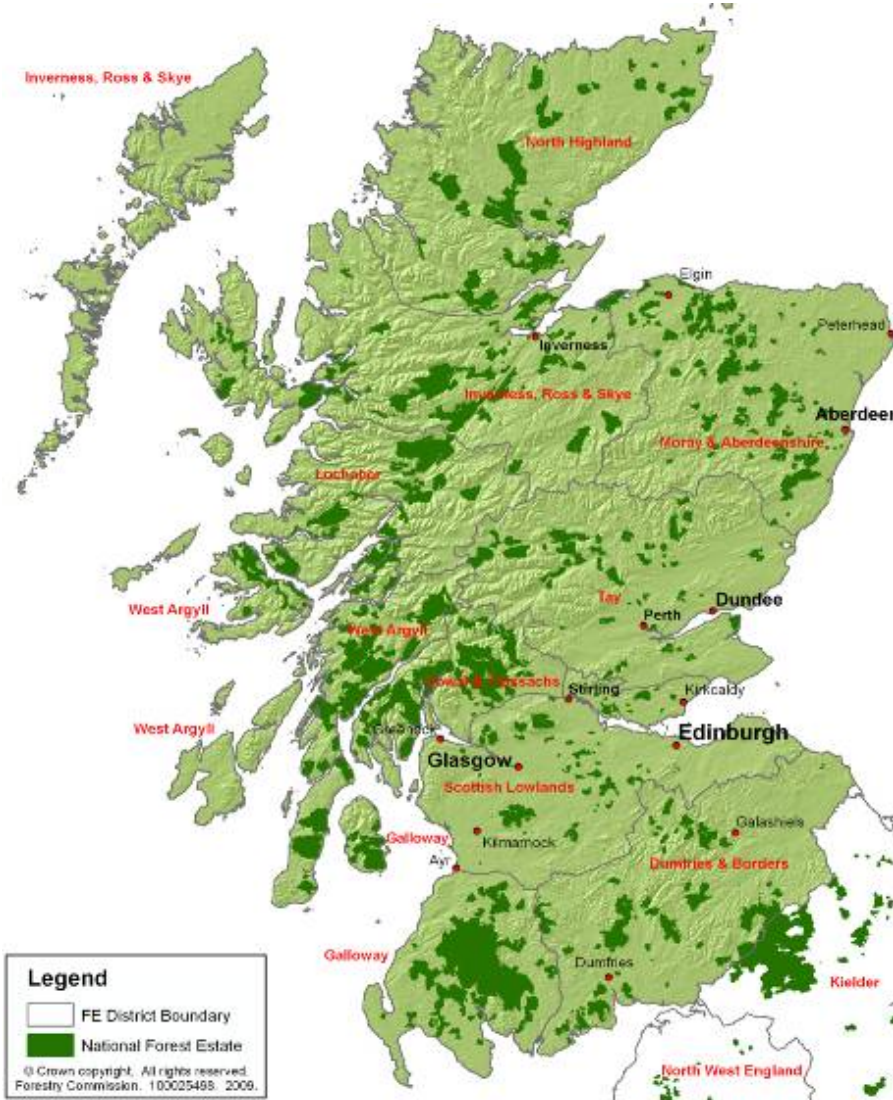
Address:

NOTES FOR APPLICANTS

1. FCS and SO have entered into an Agreement valid from September 2012 to 31 December 2020 whereby SO and Approved Clubs and Organisers may hold orienteering events and training sessions on Forestry Commission Scotland land.
2. All Organisers of orienteering events and training sessions on FCS land agree to be bound by the Terms and Conditions of the FCS-SO Events Agreement. A copy of the Agreement may be inspected at Forestry Commission Scotland District Offices, online or obtained from Scottish Orienteering.
3. Charges for events, training sessions and vehicular access in Scotland are listed in [Schedule 5: Event Categories and Charges](#).
4. Organisers are asked to give as much notice as possible of their wish to hold an orienteering event or training session [see schedule 5 for clarification of event categories and notice periods]. It will normally not be possible to authorise events where permission is sought less than:
 - Large events - 20 weeks before the date of the event;
 - Medium events - 16 weeks before the date of the event;
 - Small events - 12 weeks before the date of the event.
5. For SO affiliated events, all applications must be signed by an authorised representative of a Club approved by Scottish Orienteering, who can certify that the event is being run under the terms of the Agreement between FCS and SO.
6. Where FCS cancels a permitted event, no charge shall be paid by the Organiser, unless the Organiser has failed to meet documentation submission timelines resulting in FCS potentially missing event revenue from another booking. In the latter circumstances, the charge will be as detailed in 7 below.
7. Where an event is cancelled by the Organiser, FCS may charge a £100 cancellation fee if less than 6 weeks notice (national events), 4 weeks notice (regional events) and 2 weeks notice (local events) is given and an alternative date is not agreed.



Schedule 4: FOREST DISTRICT CONTACTS



Forest District	Email address	Address	Telephone
North Highlands	northhighland@forestry.gsi.gov.uk	The Links, Golspie Business Park, Golspie, Sutherland, KW10 6UB	01408 634063
Inverness, Ross & Skye	Invernessross&skye@forestry.gsi.gov.uk	Tower Road, Smithton, Inverness, IV2 7NL	01463 791575
Lochaber	Lochaber@forestry.gsi.gov.uk	Torlundy, Fort William, Inverness-shire, PH33 6SW	01397 702184/5
Moray & Aberdeenshire	Moray&Aberdeenshire@forestry.gsi.gov.uk	Portsoy Road, Huntly, Aberdeenshire, AB54 4SJ	01466 794161
Tay	tay@forestry.gsi.gov.uk	Inverpark, Dunkeld, Perthshire, PH8 0JR	01350 727284
West Argyll	westargyll@forestry.gsi.gov.uk	Whitegates, Lochgilphead, Argyll, PA31 8RS	01546 602518
Cowal & Trossachs	Cowal&trossachs@forestry.gsi.gov.uk	Aberfoyle, Stirling, FK8 3UX	01877 382383
Scottish Lowlands	scottishlowlands@forestry.gsi.gov.uk	Five Sisters House, Five Sisters Business Park, West Calder EH55 8PN	01555 660190
Dumfries & Borders	Dumfries&borders@forestry.gsi.gov.uk	Ae Village, Parkgate, Dumfries, DG1 1QB	01387 860247
Galloway	Galloway@forestry.gsi.gov.uk	Creebridge, Newton Stewart, DG8 6AJ	01671 402420

Schedule 5: EVENT CATEGORIES AND CHARGES

In all cases:

- Event organisers must adhere to and, if necessary, consult the relevant Forest District on the [Scottish Orienteering Association and Capercaillie BAP Group agreement March 2011](#) (or relevant updated version).
- Any temporary structures (tents, controls, banners etc) to be removed immediately at event finish.
- No vehicular access allowed, unless with a vehicular access permission – see point 4.
- Any car parking to be paid for, where there are car parking meters or another means of paying. Any participants holding FCS parking season tickets for the forest in which the event is held, may use these as per normal.
- The charges outlined below apply to events licensed by Scottish Orienteering within the terms of this Agreement
- All charges below are exclusive of VAT which is applicable at the prevailing rate unless the event meets the conditions set out in [section 3.6](#).

a/ Small events

Local Events and Training Sessions are smaller competitions, participation or social events of up to around 50 participants, normally organised by a local group or club, drawing from a local catchment.

Discussing and registering an event with the Forest District will ensure other forestry teams are consulted to minimise the chance of conflict and will ensure the event is placed on the Forest District events & activities calendar.

Permission charge: FREE

b/ Medium events (up to 500 people)

Competitions or larger participation events of up to 500 participants, which are either part of a regional series or drawing participants from a wide regional catchment. This would include Scottish O League events.

The permission charge is £50 per event.

The event fee is £150 per event.

For multiple event permissions, where two or more events are booked at the same time, see point 1 (next page)

c/ Large events (over 500 people)

Events, competitions or mass participation events, with over 500 participants, which draw participants from a wide catchment. These events are Level A or Level B (BOF designations), or international and subject to IOF competition rules.

The permission charge is £50 per event.

The event fee is £600 for day 1, £150 for each subsequent day, where a different forest is used.

For multiple event permissions, where two or more events are booked at the same time, see point 1 (below)

For all above event categories, the charge will be based on the level of event that the permission has been granted for. If the status or scale of the event changes in the period between the issue of a permission and the event operation, the Organiser should contact the District to discuss a change of event category and a revised permission. This is necessary to ensure that there is sufficient on-site representation for an effectively organised event and to ensure there is adequate health and safety cover.

Actual numbers of competitors will be supplied to the Forest District following the event, in accordance with the terms of the permission.

1. Booking Multiple Event Permissions

Up to 10 events, taking place in the same financial year (1st April to 31st March) can be booked at the same time by the same Event Organiser, across different Forest Districts, at a discounted permit fee rate. This discount reflects the reduced level of FCS administration. Applicable event fees still apply, as per 1 above. To book multiple permissions, organisers should apply as usual to the relevant Forest District office, indicating to each that it is a multiple event request.

Multiple event permit fees will be discounted by 30% (Year 1), 25% (Year 2) and 20% (Year 3) as shown below.

Example: An event organiser booking 2 Medium events during 2013 would pay (2 x £50) £100 – 30% = £70.

2. Non-Scottish Orienteering Licensed Events

FCS understands that, rarely, there orienteering events may happen, which are not licensed by Scottish Orienteering. Charges for non-SO-affiliated Event Organisers will follow those in 1 outlined on the previous page.

3. Common aspects of all orienteering events

Cancellation Charges - where FCS cancels a permitted event, no permission charge shall be paid by the Organiser unless the Organiser has failed to meet documentation submission timelines resulting in FCS potentially missing event revenue from another booking. Where an event is cancelled by the Organiser, FCS may charge a £100 fee if less than 6 weeks notice (national events), 4 weeks notice (regional events) and 2 weeks notice (local events) is given and an alternative date is not agreed.

Sales Points - sales outlets for orienteering equipment and/or confectionery/non-alcoholic drinks/snacks will be allowed at permitted events subject to agreement between the Event Organiser and FCS as to the number and siting of outlets. FCS will not make a charge to Event Organisers in this respect, where they work in partnership with existing on-site businesses. Any charges for sales points will be negotiated locally or using FCS national scales which may exist in future.

Media rights - if an Organiser wishes to make a recording or transmission of the event for non-news or non-terrestrial transmission purposes, an additional charge may be levied by FCS – see [Schedule 10](#). Requests should be made to the local Forest District.

Inflation & VAT - The above charges are for the period September 2012 to 31 December 2013. Charges will be reviewed every three years (or at anytime with two months notice by either FCS or SO) and adjusted in accordance with the movement of the General Index of Retail Prices (all items, excluding mortgage interest payments, index RPI). For information relating to VAT, please see [section 3.6](#).

Promotion - The Event Organiser will recognise FCS' role in hosting the event in any promotional material, websites and news releases, once a permission has been granted (or agreed in principle). The Organiser will also provide FCS with promotional banner locations around the course at the event including the finish area, though the level of branding attribution should be agreed with the Forest District. See [section 7.2](#) and [Schedule 9](#) for further information.

Invoice Settlement – invoices should be settled within 49 days (7 weeks) of the date of issue.

4. Charges for Motorised Event Vehicles

Refer to [Schedule 7](#) for the FCS policy on vehicular access. For each orienteering events, FCS will permit up to 5 vehicles under a vehicle permit. Because the police view

forest roads as public highway, all vehicles must be taxed, MOT'd and insured and drivers must hold a valid and appropriate driving licence.

Under negotiation with the Forest District, a second vehicle permission may be issued, at a cost of £50, allowing a further 5 official vehicles access to the forest.

Purpose	Number of Vehicles	Charge
Ambulance	As required	Exempt
Other Event Vehicle(s)	5 vehicles	£50 per 5 nominated vehicles

A vehicle access permission includes one gate key per car (provided on payment of a £25 per key deposit), for use before, during and after the event only.

Where participants are accessing the forest by car, Event Organisers will discuss and agree roadside parking and any associated parking fees with the Forest District (e.g. if participants are bypassing an FCS carpark where parking fees are normally paid, to use pre-arranged carparking in the forest, there is a presumption that the event organiser will arrange for fees to be gathered there).

5. Charges and services: clarification

Reasonable charges will be made by FCS for the administration, time and services provided by FCS before, during and after the event, as part of FCS' aim to ensure events go as safely and smoothly as possible. These charges are made to cover such services as (but may include others):

- internal consultation with other FCS teams to minimise conflict: operations, wildlife management, conservation & environment, planning, civil engineering, estates and any other relevant to the site;
- provision of relevant advice on e.g. CDM regulations, accessing wind/energy sites
- provision of a list of external stakeholders to the Event Organiser, including community groups;
- consultation with FCS contractors who may be operating on/in the site;
- time and support as required from a liaison officer in the Forest District, which may include accessing the site by vehicle with the Event Organiser;
- guidance on siting temporary toilet facilities. Provided these are managed carefully and in accordance with Forest District guidance, FCS will not charge for permitting temporary toilets in the forest;
- Risk assessing the event;
- all administration FCS requires to undertake to discharge duty of care as a landowner, including staff time to check compliance with terms of the permission, pre/post/during an event;
- including the event on the forest district activity calendar.





Schedule 6: EXAMPLE OF PERMISSION AND CONDITIONS TO HOLD A ORIENTEERING EVENT

REFERENCE

FOREST DISTRICT OFFICE NAME

ADDRESS

.....

TELEPHONE NUMBER

[This permission is issued on completion of the enclosed "Application to hold a Orienteering Event/Training Session" at [Schedule 3](#)]

1. THE PARTIES

Forestry Commission Scotland

[insert Forest District name and address] hereinafter referred to as FCS.

The Permission Holder

.....

[insert the name of the Orienteering Club/Event Organiser's name and address]

hereinafter referred to as the **Permission Holder**.

2. THE RIGHTS GRANTED

Permission is given to the Permission Holder to hold a [orienteering event] [training session] on Forestry Commission land in Scotland subject to the following conditions:

3. THE SITE

(a) The areas over which the rights are granted are as shown edged on the plan attached and as described in the schedule to this permission.

4. THE LEVEL

As specified in the Master Agreement Schedule between FCS and SO.

5. THE DURATION

From toor on the day/night of

[delete as necessary]

6. THE CHARGE

The charges (where applicable) shall be as per those set out in Schedule 5.

Cancellations charges are also detailed in Schedule 5 (point 3).

Please indicate the event level (Medium/Large)

Projected number of participants

7. CONDITIONS

- (a) The terms and conditions under which this permission is granted shall be those detailed in the Orienteering Events Agreement between Forestry Commission Scotland and Scottish Orienteering which exists from September 2012 to 31 December 2020.
- (b) The Permission Holder shall submit to the District representative an event entrant register within two days of the event's conclusion and shall pay the amount due within 49 days of the date of the invoice.
- (c) The Permission Holder shall pay compensation or make good to the Forest District representative's satisfaction, all damage to FCS property caused by the exercise of this permission. The Permission Holder shall be responsible for ensuring that all areas used for the event including trails, car parking areas, trade stands, camping areas, catering and competitor changing areas and toilets are returned to the same condition as identified in the pre-event inspection and to the reasonable satisfaction of the forest district office and that all items such as course markers, banners and signs are removed. See [section 4.1](#) and [section 5.1](#) for further details about pre- and post-site inspections and re-instatement of trails and public areas.
- (d) Event Organisers, event participants and event spectators will be liable to pay FCS car parking charges where these are normally levied. Any season tickets will be valid as per usual.
- (e) For Scottish Orienteering affiliated Event Organisers this permission is granted on the understanding that the event and/or training session has been registered with Scottish Orienteering and is covered by the insurance policy maintained by Scottish Orienteering. Non Scottish Orienteering affiliated Event Organisers are granted permission to hold events on presentation of valid evidence of the required level of liability insurance highlighted in [section 2.7](#).
- (f) The Permission Holder shall ensure that timely, adequate and proper arrangements are made to the satisfaction of the forest district office and in line with British Orienteering's and Scottish Orienteering's Event Organisers handbooks to protect the safety of participants, spectators and all others likely to be within the vicinity of an event. Further guidance is also available from the [Health & Safety Executive's HSG195](#) (event safety guide). The arrangements shall include:
 - Details/route maps of the proposed area(s) to be used;
 - Start and finish points;
 - Expected numbers of participants and spectators;
 - Traffic, spectator and car park management plans which, depending on

- scale, may need to be submitted and signed off by local police;
 - Route signing and signing to inform forest users, other than participants, of the presence of the event and to give any necessary warnings. This signing must be separate to and independent of official FCS signage;
 - Plans for providing adequate start/finish and course marshalling cover and indications of how marshals will communicate with base and other marshals. Further information about this is contained in [section 4.8](#);
 - Checking of the area after the event and reinstatement where necessary;
 - Arrangements for medical assistance and first aid cover;
 - Any changes or diversions of existing routes including Section 11 closures;
 - Risk assessments – event site/operation, vehicular access, camping etc;
 - Insurances – site set up and dismantle, camping etc.
- (g) A risk assessment for each event will be carried out and submitted to FCS.
- (h) If FCS' tenants and/or landlords or other persons having an interest in the land are likely to be affected by an event or its use as a training area or their permission/notification is required, then arrangements to notify these persons or obtain their permission shall be made by the Organiser.
- (i) The forest district shall ensure that all holders of a contract to provide services to, or purchase goods from, FCS on the land affected by this permission are notified of the permission, and the approved route or area to be used, and shall require them to notify any sub-contractors and employees.
- (j) The forest district liaison officer shall ensure that all relevant forest district staff are notified of the permission and the approved route or area to be used.
- (k) The Permission Holder shall ensure that no vehicles owned by the Organiser, his representatives, participants and spectators may enter FCS land without the prior written authority of the forest district or unless this has been specified within the event agreement/permission. The forest district representative shall specify to the Permission Holder which access routes or areas may be used.
- (l) The Permission Holder should comply with the Scottish Outdoor Access Code (SOAC) at all times. Further details can be found at www.outdooraccess-scotland.co.uk. In particular the Permission Holder shall ensure:
- follow relevant guidance for lighting fires;
 - all gates are left in the position as found;
 - no disturbance to wild fauna and flora and to agricultural livestock;
 - compliance with instructions issued by the FDM or FCS representative;
 - any motor vehicles authorised under condition 7(k) above must not exceed a speed limit of 15 miles per hour;
 - no forest roads are obstructed.

This list is not exhaustive and Organisers should refer to the SOAC website and the Forest District for further information.

- (m) FCS reserves the right to revoke this permission at any time by notice given to the Permission Holder in writing. If the revocation is to meet FCS requirements, no permissions charge shall be made to the Organiser unless a suitable alternative location is provided. This right shall only be used exceptionally or where the Organiser has been unable to fulfil the arrangements agreed in the event plan. If the revocation is required as a result of default by the Permission Holder or any representative of the Organiser, no refund of event permissions fee shall be made.
- (n) As the forest areas subject to this permission are also used by other third parties, it is necessary in the interests of management of the forest, for such third parties to notify Organisers of events/activities that may affect or restrict use of the forest. In these circumstances FCS will disclose Organiser details to certain other forest users for this purpose only.
- (o) The Permission Holder will ensure that any vehicle used for the uplift of passengers or equipment meets all legal requirements and that the service complies with the Equality Act 2010 and any additional provisions due to come into force in April 2011.
- (p) By signing this document, Organisers agree to such disclosure by FCS to other users.
- (q) The Organiser is responsible for ensuring that the event route(s) are safe and suitable and if the event is routed along public rights of way that all necessary permissions have been obtained from the highways authority and police.
- (r) SO and FCS require the Organiser to have a formal reporting mechanism in place for recording event accidents and incidents. In the event of a serious incident (i.e. fatalities, life threatening or head, neck and back injuries) to participants, spectators, volunteers or staff, the Organiser will notify the forest district representative of the district the event is organised in, as soon as circumstances permit. The District representative will then inform the Forest District Manager, Forest Enterprise Scotland CEO or a Forest Enterprise Scotland Management Board Member, the FC GB Safety Officer and FC Duty Press Officer. Other accidents requiring off-site medical attention related to an event should be notified to the Forest District representative within 24 hours. Incidents should be reported using the Organiser's reporting mechanism, within 7 days of the end of any event, which will in turn be transferred to the FCS Incident Report Form (see example at [Schedule 8](#)). To this end the Organiser should provide sufficient information to allow FCS to complete its Report Forms.
- (s) The Organiser will be responsible for providing adequate first aid facilities.

- (t) For events which are open to children (i.e. participants who are under 18 years of age), the Organiser will ensure that they work within Scottish Orienteering's Safeguarding Children policies and procedures. Further information can be found at <http://new.britishorienteering.org.uk/scotland/article/scst-scottish-orienteering-clubs-and-volunteers-Safeguarding-Children-in-Scotland>.

8. ACCEPTANCE

I accept the foregoing conditions and agree to pay the charges calculated in accordance with sections 1 to 8 and Schedule 5.

Signed on behalf of Scottish Orienteering/Event Organiser

Name (Permission Holder)

Signature

Date

[Please sign and return two copies of this permission to the Forest District Manager before]

Signed on behalf of the Forestry Commission Scotland

Name (Forest District Manager)

Signature

Date

Schedule 7: MOTORISED VEHICLE USE FOR SET UP, TAKE DOWN AND SAFETY MANAGEMENT AT EVENTS

The use of motorised vehicles on Forestry Commission land requires written consent and it is FC policy to minimise access to motorised vehicles. The forest is essentially an environment for access on foot, cycle or horse.

It is acknowledged that to set up, take down and manage safety at a recreation event vehicles of some type may be required. This note sets out the policy of Forestry Commission Scotland on the use of motorised vehicles by Event Organisers:

1. Written permission is required for the use of any type of motorised vehicle at a recreation event (this includes pre- and post-event use as well as on the event day(s) itself). Permission should be requested via the Forest District's recreation event application form detailing the number and type of vehicles.
2. Event Organisers should plan the management of their event around the use of standard vehicles (cars, vans, 4WD) rather than motorbikes or quad bikes (see section 3 below). It is the Event Organiser's responsibility to ensure that such vehicles are roadworthy (MOT and road taxed), insured (see section 4 below) and the driver has an appropriate licence.
3. The use of motorbikes and quad bikes is not encouraged in the forest and permission for their use will be strictly limited. FCS does however recognise that, for some events, motorbike or quad bike mounted and roving marshals are more beneficial for event safety and management and to this end would encourage Event Organisers to make and justify their requirements to local District personnel. Where permission is granted, the conditions for their use will be as follows:
 - Organisers must ensure that vehicles are adequately insured and roadworthy;
 - Organisers must ensure that vehicles are driven by trained and competent persons. Operators must, as a minimum, hold an appropriate driving licence for the vehicle;
 - Quad bike use must comply with the guidance given in AFAG (Arboriculture and Forestry Advisory Group) 701 – ATV quad bikes. Copies of this guidance are available from Forest District offices;
 - Mounted marshals must wear a high visibility waistcoat or jacket and a suitable safety helmet at all times;

- Use of quad or motor bikes is restricted to existing forest roads and tracks. Permission for off-road/track use will only be granted if a clear need can be demonstrated and clear evidence of suitable off-road training is provided;
 - Event Organisers will be responsible for ensuring that roving/mounted marshals are suitably qualified and for procuring their responsible behaviour and adherence to forest roads speed limits and bye-laws.
4. Event Organisers must ensure that there is sufficient insurance in place in respect of the use of a vehicle on FCS property (this applies to standard vehicles, motorbikes and quad bikes). Please note that standard motor insurance or event insurance may not provide sufficient cover so please check with insurers. Evidence of public liability insurance will be required – minimum cover for vehicle access is **£2 million** (the Organiser must hold insurance cover for **£5 million**, as per [section 2.7](#)).
 5. A separate risk assessment must be submitted to cover the use of vehicles.
 6. The **maximum** speed limit for motorised vehicles on FC land is **15mph**.
 7. This note covers vehicle use by Event Organisers in the management of an event only. Participant and spectator vehicles will be permitted onto FC property via approved access routes to designated parking areas agreed as part of the event permission. Event Organisers are responsible for ensuring that participant and spectator vehicles comply with the 15mph speed limit and that they keep to agreed routes and areas.
 8. Event Organisers must not undertake any type of route maintenance (for example by hand tools, chainsaw, clearing saw, quad, tractor) without the written consent of FCS. A risk assessment, insurance and evidence of training would be required
 9. Access to the forest will be via locked gates and the Forest District will supply keys, which must be signed out pre-event and signed back in post-event. A charge will be made for replacement gate padlocks and keys, where keys are not returned.
 10. Vehicular access to the NFE will be charged at a rate of £50 per event for motorised vehicles (including quad bikes and motor bikes). The table at 11 below sets out vehicle charging exemptions. Vehicular access for disabled visitors to the forest is free, in line with the conditions set out in the Scottish Outdoor Access Code, subject to a deposit for forest gate keys.
 11. Because the police view forest roads as public highways, all vehicles must be taxed, MOT'd and insured and drivers must hold an appropriate driving licence.

Purpose	Number of Vehicles	Charge per vehicle
Official Ambulance	As required	Exempt
Other Event Vehicle(s)	5	£50 per 5 nominated vehicles



12. FCS is not an inspection authority and therefore requires organisers to provide a 'statement of responsibility' intimating that vehicles used for managing an event are 'road legal in the eyes of the law'. FCS staff may however inform the appropriate inspection authority where they suspect a driver or vehicle is not acting or being used in accordance with public highways legislation.



Schedule 8: FCS INCIDENT REPORT FORM

The tables below highlight the key information which FCS requires in order to process full details of accidents on the national forest estate. Event Organisers reporting should ensure that FCS is able to report all aspects set out in the headings below. From 2012 FC GB will roll out an online reporting system which Event Organisers will be able to use to report any incidents.

MEMBERS OF THE PUBLIC – ACCIDENT REPORT

Notices:			
1. To be completed for accidents involving members of the public. Managers need to consider the nature and extent of the accident and judge the extent to which the incident should be investigated and reported – see Operational Guidance Booklet No. 23 'Investigating Accidents'.			
2. A copy must be sent to the Territorial Director within 7 days and forwarded to the Safety Officer at Silvan House.			
3. A copy must be sent to Estates Section if a claim is lodged against FCS, or a claim is made by FCS on the other party.			
1.	Region:		
2.	Location Name;		
3.	Details of person(s) involved. Please give home and holiday address if appropriate.		
	Person 1	Person 2	Person 3
	Name:	Name:	Name:
	Address:	Address:	Address:
	Tel.No:	Tel.No:	Tel.No:
	Age:	Age:	Age:
4.	Has a statement been taken from those involved?		(Yes/No)
5.	Details of Witness(es):		
	Witness 1	Witness 2	Witness 3
	Name:	Name:	Name:
	Address:	Address:	Address:
	Tel.No:	Tel.No:	Tel.No:
	Age:	Age:	Age:
6.	Has a statement been taken from witness(es) involved?		(Yes/No)
7.	Details of Accident: a. Who reported the accident to FE? Name Address Tel No b. Place of accident c. OS Sheet No d. Grid Reference e. Date f. Time g. Weather conditions at time of accident h. Describe the circumstances surrounding the accident		



i. Type of Clothing (please tick)

Long trousers	<input type="checkbox"/>	Footwear (type)	<input type="checkbox"/>
Shorts	<input type="checkbox"/>	Helmet (type)	<input type="checkbox"/>
Dress/skirt	<input type="checkbox"/>	Gloves	<input type="checkbox"/>
Shirt	<input type="checkbox"/>	Other	<input type="checkbox"/>
No shirt	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

j. Details of activity:

Activity:

Direction of travel:

Speed:

Member of Group?/Yes/No

Group Type:

Group Size:No. of Leaders:.....

Standard of equipment used:.....1 2 3 4 5 (1= Excellent, 5=Poor)

Comment on Assessments:.....

k. Details of injuries sustained:

l. Action, if any, taken by FE **immediately** after the accident (e.g. 1st aid, Emergency Services etc)

m. Was the person(s) involved in the accident taken to hospital?
Yes/No
If Yes, give details of how many and the treatment received.

n. Give details of the site and equipment/facilities (if play equipment or other fixed facility is involved attach a copy of inspection and maintenance records):

o. If appropriate provided a sketch:

p. Have photographs been taken? **Yes/No.** If yes write on the back of each photo who took it and the date and time.

Name:.....Job

Title:.....Date:.....

8.	<p>Unit Manager:</p> <p>Identify the causes of the accident and detail any action which you have taken as a result of the accident:</p> <p>Name:.....Pay</p> <p>Band.....Signature.....Date.....</p>
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9.	<p>Territorial Director:</p> <p>Have the causes of the accident been identified?</p> <p>Is any further action required as a result of the accident?</p> <p>Name:.....Pay Band.....Signature.....Date.....</p>
10.	<p>Safety Health and Environment Officer:</p> <p>Have the causes of the accident been identified?</p> <p>Is any further action required as a result of the accident?</p> <p>Name:.....Pay Band.....Signature.....Date.....</p>

Schedule 9: EXAMPLES OF JOINT PROMOTION

Please refer to [section 7.2](#). The table below shows some examples of what should be considered for joint promotion of event partners and is not an exhaustive list. Joint promotion options should be agreed between the Event Organiser and the Forest District in advance of the event taking place and once the permission has been granted (or agreed in principle).

Scottish Orienteering/Event Organiser	Forestry Commission Scotland
On-course display of FCS banners/flags/other branding	Acknowledge SO in any FCS promotional material
Use of FCS logo in offline event promotional material	Acknowledgement of SO in any Press & PR
Use of FCS logo in online event promotional material	Work with Event Organisers to promote the event through FCS channels, once a permission has been agreed.
Where used, FCS logo on prize presentation back boards	
Acknowledgement of FCS in any Press & PR	

Schedule 10: FEES FOR FILMING PERMISSIONS

Activity	Per Day (Ex VAT)
Feature Film	£900-£1500
Television:	
Drama/Feature/Mini Series	£850-£1250
Light Entertainment/Comedy	£850-£1000
Documentary/Children's/School	£350-£500
News Items	Non Chargeable
Advertising/Promotional Film	£1000-£2000
Pop Video	£500-£1000
Video Production	£250-£500
Photo Shoot	£250-£1000
Sound Recording	£100
Set Preparation/Building Days	50% of day rate for shoot
Site Reinstatement Days	50% of day rate for shoot
Siting of Unit Base/Catering Equipment/Parking on FC Land	£400-£1000
FC Staff Time	£250+
Legal Fees	Costs Recoverable (as Agreement)

All of the above figures should be taken as indicative. The actual fee will depend on a variety of factors:

- What facilities are being provided
- If FCS is providing car parking through the day or overnight
- If helicopters being used for aerial filming (these may need to land)

NB: The charges set out above are for guidance only and do not include additional charges which might be levied for the siting of catering or toilet facilities, FC staff time and legal fees where a non-standard agreement is required.