

Whole event checklist

On taking up the role of Organiser here are a few things to obtain the details for and to check that if have been carried out:

- Permission for the use of the area
- Copy of permission letter/email

- Fees for access
- Local land owner contact details

- Registration in British Orienteering Fixtures database
- Preliminary Risk assessment

- Car park arrangements
- Toilet facilities

If any of these things are not in place then either contact your club fixtures secretary to find out how these tasks get done in your club or refer to the relevant section of the British Orienteering Event Officials Handbook on the website.

Risk Assessment

- The form is on the British Orienteering website with guidance on how to complete it. Covered in Event Safety workshop
- The risk assessment must be counter signed by the Controller (Level C event +) or your mentor (Level D event) – a coach, controller or someone who has been on the Event Safety Workshop

Car park arrangements

- Are gateways wide enough? Any width/height restrictions for any vehicles?
- Try to arrange separate access for cars and people
- Try to avoid incoming/outgoing cars using the same route
- Enter high/exit low if possible

- Establish what the wet weather procedures will be prior to the event
- Identify areas for emergency parking if needed

- Brief car park marshals on the parking layout you require
- Provide marshals with reflective jackets and/or arrows/stakes/cones
- If a car parking fee is to be collected notify helpers/provide bucket(s)

- If required identify areas and reserve for: Registration cars or tent, results processing and results display, traders, toilets, First Aid point.
- Agree with Planner/Controller routes to/from Start(s), String course, Finish
- Erect direction signs and notices (to assembly/registration if elsewhere, to Start and from Finish)

Volunteers required

Prepare a plan in advance of the event identifying:

- How many people are required for each job on the day & who these people might be
- When they will start and stop helping
- Whether there are any potential safety issues associated with their jobs and whether any actions need to be taken to support them during their job
- Take into account the skills and experience of volunteers and do not put them into situations where they would feel uncomfortable or struggle without support; either because of inexperience or age

- Arrange to recruit volunteers for the roles required / liaise with team leaders if they recruit
- Check if they want to run at the event & if so before or after
- Allow for contingencies such as runners taking longer than expected on courses before they help

- Brief officials on tasks and procedures in advance, including their job duration and what they need to bring with them on the day.
- Provide written/email instructions and include significant information such as Registration and Start opening and closing times, Course Closing time, location of First Aid and Toilets. Let them know if their job is in a sheltered or exposed position so that they can dress appropriately.

Equipment required

Prepare a plan in advance of the event identifying:

- Where equipment is stored
- What equipment is needed for event teams:
 - Car park / toilets
 - Registration/enquiries/first aid
 - Start
 - Finish
 - Download/results
 - String course
- Do you need to borrow/hire extra equipment – from another club(s); commercial provider?
- How will you transport equipment to event on day and back to store?
- Check with others e.g. planner, team leaders what equipment they have / will bring
- Check equipment store; make a list
- Make/buy anything extra

Information to competitors

Some of the following information could be provided in advance to competitors, by paper flyer, final details, web site. Some information will need to come from the Planner or the Controller. The information must be accurate and the Controller must be given the chance to review it before it is published.

- How to get to the event, signage to be used, parking charges
- Access restrictions (for example no dogs)
- Courses to be offered
- Map scale(s) and if maps waterproofed / plastic bags needed
- Entry fees, including any discounts, differential rates for pre-entries
- Facilities to be provided (toilets, traders, clothing dump/transfer, space for club tents)
- Safety information, such as dangerous crags, out of bounds, other users, weather, contingency measures (whistles or waterproof clothing), First Aid provision
- Registration opening times, course closing time
- Provision for solo competitors e.g. key drop
- Names of main officials and contact details for main contact

Communications

- Check in advance whether a planned communication system is needed and if so if it works in the area. This is especially important between remote locations such as Start(s) and Finish back to Assembly/car park.
- If using mobile phones ensure team leaders have your/controller's mobile numbers

Signs to the event

- Are these required or can postcode for sat navs and existing place signs be used?
- Assess the risk to the person putting out and collecting in the signs and decide on appropriate locations
- Direction signs must be visible by the driver and must be large enough to see clearly at a distance
- Signs must be positioned well in advance of junctions to allow time to slow down and signal (ideally use at least TWO signs for every turn - one in advance and one at the junction). Use more than two signs if it is necessary to slow vehicles down on fast roads or if there is poor visibility approaching the turn).

- For long distances between turn offs, use additional straight ahead signs to confirm people are still on the right road
- Arrange who will put out signs and when

Enquiries & Registration

- Brief helpers on the required layout of cars or tent, preferably in advance of the day
- Get tent(s) erected
- Provide tables/chairs for tent (or ask helpers to bring their own chairs)
- Arrange course splits between cars/tables to minimise queues
- Course information notice board
- Start time sheets if allocating start times (prepared in advance)
- Map availability record sheets (when maps are pre-printed)
- Hire SI/Emit cards (or control cards)
- Participation sheet for all those not listed on the registration forms – see Insurance FAQs on the website for more information
- Non-members details must be retained for 5 years for all non BOF members
- Control Description sheets (if not to be issued at the Start)
- Maps (if a Master Map system is being used)
- Map Corrections (if necessary)
- Float (money)
- Spare pens/whistles for loaning to competitors
- Spare compasses for hiring to competitors
- Make sure registration team know how far it is to the start/finish, what direction to leave assembly and time to be allowed
- Let them know if there is a clothing dump, if clothing is being returned to assembly and if so where it will be brought
- Have a system in place in the event of a protest; may need to have a jury pre-arranged

Start Design

Discuss design and set up of start area with Planner, agree in advance with the Planner/Controller where loose control descriptions are to be issued.

- Agree precise location of Start triangle/marker, normally the Planner will set out the start kite, but if not then the Start team must know exactly where to place it
- Agree how Start team to be notified people can start / delay to start
- Brief Start Team Leader on exact location and set up of Pre-start boxes
- Arrange team to arrive early to set up start banner and Pre-start boxes
- Agree who is going to provide the clocks, who will set them up and at what time
- If manual timing is to be used synchronise with GMT/BST and finish clock or check clock synchronisation if this has been done by someone else
- Arrange helpers to get information and start stubs (if used) transferred to Results processing
- Inform helpers of what time they are to be at start and how long they will be there
- Arrange shift system so that all helpers can have a run

Sign

- Erect other signs e.g. Clothing required/Whistles are compulsory/Safety Notices

- Agree how White and Yellow courses are going to be available before the Start (may need to discuss with the Planner and Controller)
- If a Master Map system is being used:
 - Erect notices and signs for Master Map layout
 - Layout Master Maps with sufficient space between them for groups of competitors
 - Erect shelter over Master maps area if weather is or likely to be inclement
 - Ensure any Map Corrections are available in the Pre-Start area as well as at Assembly

Define the start procedure

- At call-up - Stub collection (or electronic check), whistle check, Control Description issue?
- Agree call-up times -3 minutes. or -2 minutes
- At start line - Start time check (if pre-allocated start times), give out any information such as map layout, significant safety issues such as use compulsory crossing points etc., tell competitors where the start kite is, give competitors 10 sec warning
- Use whistle or count down bleeper to start competitors
- Ensure start team know where to bring equipment after last starter e.g. clear/check/start boxes to download; left over maps; other equipment

Problems

- Arrange procedures for dealing with competitors problems
- Brief Start Team Leaders and helpers on all tasks and procedures (preferably in advance)
- Late starters - allow start officials to change start times (unless the competition does not allow for this). Inform the Start Team of any restrictions on start times that must be followed.
- Ensure actual start times (if issued) are recorded either electronically, on start list or onto control cards
- Lost control cards or stubs, have replacements available
- Inadequate clothing, No whistle (when it is compulsory the competitor must not be allowed to start – the club may be held responsible if the competitor goes missing)

In the forest

To be agreed with the Planner:

- Any 2nd Master Maps / Map Exchange should be put out by Planner, but location should be known in case of problems. Make sure maps and description sheets are all collected in after the event.
- Agree location of crossing points/road crossings/drinks point(s) & equipment/helpers needed
- Agree method of marking crossing points and who will put out markers
- Put out warning road signs in advance of the crossing points in both directions
- Brief marshals on location of manned road crossings and on procedures for dealing with traffic and competitors. Marshals are there to control competitors - they must not stop traffic.
- Provide reflective jackets
- Try to arrange shifts of officials (it can get very cold manning a drinks control/road crossing)
- Location of Out-of-Bounds and dangerous areas to be provided by Planner.
- Agree method of marking and ensure information goes into final details
- Agree who is going to put out tapes or markers (this is the Planner's responsibility but the Organiser may provide manpower)
- Make sure **Yellow or Yellow and Black** tape is used only to mark dangerous items
- Areas sensitive to vandalism may require patrols
- Maps of areas to be patrolled (including control sites and descriptions) to be prepared by Planner
- Number of patrol groups/individuals required
- Agree checking frequency before and during the event
- Agree when patrols need to start and stop
- Spare markers/punches/code labels will be required

Finish

In advance of the event:

- Discuss design and set up of Finish including tapes from last control(s) in advance with Planner / Controller
- Agree who is taping from last control(s) to Finish (this is the Planner's responsibility but the Organiser may provide manpower)
- Agree precise location of Finish line and ensure Finish can be easily located, provide banner / tape funnel and arrange for a team to set this up
- Check on any restrictions such as not blocking bridleways

If the Finish is adjacent to Download then no manning of the Finish is required.

If Finish is not adjacent to Results processing / Assembly, arrange for continuous presence of person able to contact Organiser immediately in case of emergencies in the forest.

At the event:

- Arrange for tapes to return competitors to download/assembly/car park
- Record any reported retirees and instruct them to report to Results processing
- Record any reported damage to walls fences etc.
- Direct queries about missing competitors to the Organiser or Results processing

Results processing

In advance:

- Agree who is providing results files and any colour standards for publishing and who is placing results and links on websites
- Confirm who is submitting data to the British Orienteering Results system (if Level C+)
- Confirm with Controller if they want to approve results/standards before publishing and how that will happen
- Confirm that the Planner has provided course data to the Results Team (control codes by course)
- Define how safety checks for finishers will be done and ensure the relevant information will be available at the event. This is covered in more detail in the Event Safety & Welfare Workshop

At the event:

- Get tent erected, provide tables / chairs for tent (may ask helpers to provide their own chairs)
- Synchronise finish clock with GMT/BST or check clock synchronisation if this has been done by someone else
- Spare Registration forms
- Pen / paper for problems
- Printer paper – both printer types
- All controls map for queries to come from Planner
- Brief helpers on process to be followed, including authorisation of disqualifications / procedures to be followed in case of complaints / reported control site failures
- Arrange for results to be displayed – method and helpers

For an event with manual timing

Define procedures to:

- Record correct finish time
- Collect competitor's control cards
- Assign correct time to correct card
- Deal with any mismatch in recording/collection sequence

Arrange procedures for dealing with competitors problems:

- Lost control cards – have a recording system to match with stub
- Record details of mis-punching and other hard luck stories
- Record all retirees and injuries

For an event with electronic timing

At least two independent stations should be provided, one for entries and one for download (may swap into both entries before first start and both download after Registration closes). In the case of a small informal local event, only one system may be required.

- Equipment to be provided for a Level C event
- Laptops (2+), card readers (2+), connecting cables / hub (system dependent)
- Splits printer (preferably 2), results printer
- Generator (and fencing), power cables, adaptors, cable run protection
- Hire SI dibbers / Emit bricks (unless to be issued at Registration)

Control collection/search party

- Organise people to collect controls (how many you need depends on the terrain and the number of controls used as well as the time of year)
- Planner to provide maps of control sites
- Pre-warn control collectors to bring a rucksack for the banners and control code plates (so they have hands free for the stakes/canes)
- Have torches available (especially in winter) in case of a search
- Ask anyone with mobile phone to bring it with them.
- If an SI event - request that the SI boxes are removed from the stakes before bringing stakes and SI units in (as they have a habit of falling off when brought back in bundles)
- Send control collectors out for early runs so they have a chance to recover before going out again
- The search party team is likely to be the same team as the control collectors (so for the same reason - they should have an early start so are fresh to do a search)
- More details on missing competitor searching are covered in the Event Safety and Welfare workshop

Other facilities

String Course

- Arrange for this to be provided by a separate team in the area designated by the Planner and make sure it will not clash with the main event
- If separate Team leader check with them about equipment and points below
- Ensure access is possible in advance for planning/map drawing
- Confirm who is printing/copying maps
- Provide tent, table chair(s) or car access, string, markers, pin punches or other method dependent on club policy. Confirm who is providing sweets or novelties.

Toilets

- Book well in advance; arrange site visit to plan location if any potential access/delivery problems
- Arrange time for delivery and collection and ensure access will be possible at that time (gate keys / agreement of landowner)
- Ensure they have full location details / access route / contact number for Organiser
- Have spare toilet rolls available or confirm they will be provided

Traders

- Book in advance; confirm time when access will be possible on day of event
- Check if any charge may be made by landowner or if hygiene certification / public liability insurance is required in advance for approval
- Confirm that they will be taking waste bags / litter away or if they require you to do so
- Ensure they have full location details / access route / contact number for Organiser

First Aid

- Decide on whether to use club First Aider or outside provider
- Book well in advance; confirm time to them when access will be possible on day of event
- Ensure they have full location details / access route / contact number for Organiser
- Confirm whether they are equipped to and will go out into the area if necessary
- Arrange for four-wheel drive if appropriate
- Alternatively provide First Aid kit and have qualified First Aiders available during event
- Know the location of nearest Minor Injuries (inc opening hours) / Accident and Emergency Unit; have map available

Drinks (if providing)

- Arrange for provision of drinks, large containers of water/squash/cups/bottles - dependent on club policy
- Check if any local supplies of water (stand-pipes etc) are available
- Provide table(s) rubbish bags and stakes and arrange for someone to check intermittently
- Arrange for someone to take away the filled rubbish bags (always take up more space than packed cups)

Prize Giving

- What/where/when in event details; and signs on day
- Confirm results/prize giving teams liaison and what equipment needed

After the Event

- Calculate competitors race times (if not done on the day by the results team)
- Correct any 'on the day' mistakes
- Confirm any controversial disqualifications with Controller
- Calculate Colour coded badge times if required

- Gather (chase) reports from Planner and Controller
- Write Organiser's report
- Publicise items found; claim and disposal deadline
- Publish and post results (if requested) to competitors ASAP

- Ensure participation return is completed and payment made to British Orienteering and send regional levy payment to association treasurer (if applicable)
- Ensure results have been sent electronically to the British Orienteering Results System within 1 week
- Agree officials' expenses; finalise accounts for the event and send to club Treasurer
- Pay in money to the club account and notify treasurer

- Send letter of thanks to: Landowners and tenants, Event officials, Volunteers.

- Return all equipment to club Equipment Officer

- Notify club access/permissions/volunteer coordinator if any club information/organizer handbook etc needs updating whilst the event is fresh in your mind!

- Send Incident/accident form to BOF office within 1 week