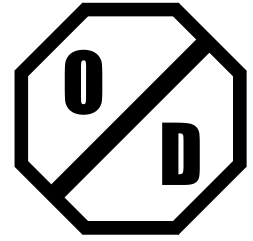




**Octavian Droobers  
Orienteering Club**  
[www.Octavian-Droobers.org](http://www.Octavian-Droobers.org)



# **OCTAVIAN DROOBERS**

# **ORGANISER'S GUIDELINES**

**February 2020**

**Barry Elkington**

## **INTRODUCTION**

These notes give an overview of the things to remember when organising a Colour Coded Event with the aim of helping you not to make some of the same mistakes as your predecessors.

The Organiser's work falls into three categories. Things to do before the event; things to do on the day itself; and things to do after the event. These notes can be used as a list against which to tick off each item as it is achieved. The sections on registration, the start, finish and download can also be given to the helpers as a set of briefing notes.

Look at other events you attend and think about how to improve on the way things were done there. Also talk to whoever organised the previous event on the same area. He or she will remember any particular problems from last time, and any useful contacts.

On the day if all goes well the Organiser should have very little to do. Organising an event is all about delegating on-the-day jobs to other people. The best way to do this is to have team leaders responsible for each of the major jobs. i.e. for registration, start, finish and download. This gives you time to worry about the totally unexpected when it happens. (e.g. how to move an ambulance which is stuck in a muddy field 400 yards from the nearest road.)

Thanks are due to Alan Townsend for his article in the Droober which was used as a basis for the original version of this guide. Any comments and suggested improvements would be much appreciated and incorporated in future editions.

FIRST EDITION: Written by Barry Elkington in May 1989.

SECOND EDITION: Revised in October 1989 with contributions from John Bowman (who also corrected my grammatical errors), Dave and Carolyn Marr, Trevor and Hilary Simpson, Pete and Judith Guillaume.

THIRD EDITION: Revised in November 1990 to cater for some name changes and the fact that the club now handles the payment of all event levies.

FOURTH EDITION: Revised in January 1992 following publication of the 1992 edition of the BOF Rules and Guidelines.

FIFTH EDITION: Revised January 1993 with minor changes and new committee members' names.

SIXTH EDITION: Revised in September 1996 with minor changes to reflect the 1997 edition of the BOF Rules and Guidelines and the names of new committee members.

SEVENTH EDITION: Revised August 2001 for MS Word Format.

EIGHTH EDITION: Revised to include web posting of results.

NINTH EDITON: Revised to update committee names.

TENTH EDITON: Major rewrite in March 2012 to incorporate all the technology and process changes in recent years.

ELEVENTH EDITION: Minor revisions for move to SI

## **BEFORE THE EVENT**

**EVENT REGISTRATION:** Once you have accepted the job of Organiser the Club Fixtures Secretary (Margaret Willdig) will register the event in your name with BOF. This ensures that it is properly authorised and covered by insurance.

Margaret can provide a copy of the BOF PLI insurance certificate if anyone requests one.

The club treasurer (Kevin Ross) will send you an event costing / balance sheet, which you will need to return to him after the event.

All the latest BOF Rules and Guidelines are available from the British Orienteering web site if you need them.

**ADVERTISING:** The BOF registration will get the event into their online fixture list and printed in Compass Sport.

The local adverts are done by the club (Barry Elkington) and should be available at least three months before the event. This means that you will have to have sorted out your car park, entry fees, first and last start times, routes for approaching cars, and any other details such as car park fees (applicable to most of the Country Parks) before then. Some of this information will come from the club fixtures secretary. Once the adverts have been produced then they will appear on the club web site, in the Droober and the West Midlander, and handouts taken to events.

Keep a copy of the advert by the phone for when people ring up for details.

**PRE-ENTRY:** For some events pre-entry and allocated start times are desirable. Decide if EOD will be allowed and for what courses. Pre-entry will be using Fabian4 or S1entries and they will collect the entry fees. Both of these services provide an export of the entries after the closing date. This needs to be passed to the Entries and/or Results team to make the entries and allocate times (if this has not been done in the entry system. The entries will be loaded into the results system after the courses are final. It is essential that the course and class names used in the entries system correspond to those used at the event and by the Planner. In general it is best to have a punching start even if start times are allocated, but a timed start can be arranged.

**PERMISSIONING:** This is done for you by the Club Fixtures Secretary and you should not have to worry about contacting landowners, councils etc. for this. However, you should talk to them to understand any out-of-bounds areas, parking restrictions, access charges, limitations on traders, etc.

**ACCESS TO PRIVATE LAND BEFORE THE EVENT:** If you need to visit an area which is normally private, talk to The fixtures secretary about who to contact to ask permission to enter the area. There may be restrictions during the shooting season for some areas, or for other reasons. In addition, there may be people such as car park attendants, farmers, keepers of gate keys, etc. that you will need to contact to agree details for the day of the event.

**CAR PARK:** For some events there is a public car park within the event area so this does not present a problem e.g. Coombe Park. For others an alternative such as a farmer's field or local

school needs to be found and permission gained. Check the situation with The fixtures secretary, as for some areas we may have a regular parking location that has been used before.

**CONTROLLER:** There are always plenty of people around who can help you. In particular every event has a Controller appointed whose job it is to make sure everything, including the organisation, goes according to plan. Don't hesitate to contact him or her if you have any problems.

**PLANNER:** Find out as soon as possible who the Planner is. You will need to find out where the start and finish are going to be. In return he or she will want to know where the car park is to be. (Your respective choices may not be a feasible combination and the sooner this is discovered the better). Find out which courses are proposed - colour and length - and if there is going to be a string course.

The planner is responsible for:

- The map and the courses printed on it
- Loose control description sheets
- Getting hold of the SI units and banners
- Putting the SI units and banners out on the day and providing the Clear and Check controls to the Planner
- Putting out any tape in the forest (e.g. to mark out of bounds or dangerous areas)
- Collecting in the SI units, banners, and any tape afterwards

Make arrangements as to how you are going to get the maps and control description sheets from the Planner as you will need the control descriptions available for when Registration opens.

Also check if the Planner has asked people to help with putting out the controls. You could lose prospective helpers this way.

**STRING COURSE:** This used to be very popular with young children, but has now been largely superseded by the White course at many events. If a string course is put on then a specially drawn map is used, and an area close to the car park is the best choice. (It doesn't need to be part of the main competition area.)

**HELPERS:** Within reason you can never really have enough helpers, and most people who are willing to help also want to run. The best way to achieve this is by having two shifts. Those who help early run late. Those who run early help late. However, this can cause problems when the courses are long or difficult and the early runners don't get back in time to take over their jobs. This is why you always need more helpers than you first thought. However for most events when perhaps fewer than 200 competitors are expected you can manage with just one car parking and one registration team if they all have late starts.

Start asking for helpers at the events before the one you are organising. Many people like to do the same job at each event, so use the list at the back of these notes to allocate helpers to jobs as you go along. Also, get the club name and address list from the Droober and phone or e-mail those people that you don't see. Very few people will say no to a personal approach.

**VISIT THE AREA:** Preferably with the Planner and Controller. Decide on the layout of:

- Car parking
- Registration area
- The start (including the start triangle and map boxes)

- The finish
- Download tent
- Results display

and make drawings so that you remember what they will be like a few weeks later.

**THE START:** Decide what signs and taped routes are required to get competitors to the Start, and how you will lay the start out. Try to avoid obstructing any public footpaths.

**FINISH LAYOUT:** Decide on the finish layout in conjunction with the Planner so that you know where the last control or controls are going to be, and the finish SI units themselves.

You will have to decide how much tape is needed to get competitors from the final controls to the finish, which you will have to put out.

You will also have to decide what signs and how much tape, if any, is needed to get competitors from the finish back to the car park. You will have to put this out as well.

**SIGNPOSTING THE EVENT:** Having sorted out the car park, decide where you are going to put the event direction signs if the area is not already signposted (e.g. Coombe Park or Kingsbury Water Park). These need to be hung from lampposts or road signs both before and at appropriate road junctions, and be clearly visible to drivers approaching at high speed. If in doubt about a junction then hang a sign. It is better to have too many than too few. If you can find a volunteer to put them out for you on the day of the event, so much the better.

**POLICE:** For some areas it is both polite and sensible to inform the local police about the event e.g. if parking on a public road, or large numbers of runners will be crossing a road. However this should not be in the form of asking permission, but that of informing them that the event is taking place. They may want to come and talk to you beforehand to find out just what will be happening, and may decide to pay a visit to the event on the day. In the past they have always been very co-operative.

**RISK ASSESSMENT:** You need to complete this document before the event takes place to make sure you have reviewed the safety aspects of the event. Outline Risk Assessment Forms can be found on the OD website, but in every case the Organiser should customise it for the specific event they are responsible for. This should be done as soon as possible in consultation with the other Officials. For example you will need to talk to the Planner in order to consider safety aspects in the competition area. Once completed it then needs to be reviewed and signed by the event Controller. For a Local Event with only an Organiser/Planner, then the Series Co-ordinator should sign the risk Assessment.

Take the Risk Assessment, along with some Incident Report Forms, to the Event, in case of any accidents or problems to report. The Risk assessment should be displayed at registration

**FIRST AID:** As part of the Risk Assessment you need to give some thought as to what you would do if someone gets hurt. It is not normal to have the St John's Ambulance at Colour Coded Events, so the approach to First Aid is as follows:

- 1) Have one of the club members who are qualified First Aiders available. The club also has three First Aid kits and these should be available for minor injuries at the finish and download.
- 2) Have some maps available of how to get to the nearest hospital with an accident and emergency department (which is open on Sundays if appropriate).

- 3) In the rare incidence of more serious injury or illness you need to know where the nearest available land line phone, or good mobile phone reception, is located in order to call an ambulance.

The First Aider will also have Accident Report Forms to complete for everyone that they treat. Copies of these should be sent to BOF within the week after the event.

**EMERGENCY PROCEDURES DOCUMENT:** You need to complete and print out this document to make sure everyone knows what to do in case of an emergency. Make sure you have an accurate address and description of the event assembly area, as well as any other access points to the area. You should also have some maps available of how to get to the nearest hospital with an accident and emergency department (which is open on Sundays if appropriate).

**MOBILE PHONES:** Prepare a list of the mobile phone numbers of key helpers and officials to be handed out to start, finish, and download teams on the day. Note any issues with mobile phone coverage.

**EQUIPMENT:** Make a list of all the equipment you need and tick it off as you acquire it. The list at the back of these notes forms a good starting point.

Contact the club equipment officers (Graham & Liz Urquhart) and the man who looks after the club tents (Trevor Simpson) to make sure that they have everything you need. Arrange to collect what you need a couple of weeks before the event so that there is time to check it over and sort out any problems, mend things, etc. Also contact the download equipment guru (Graham Urquhart) to make sure he is able to attend the event or to indicate an alternate results lead. You might also need to make some one-off signs on bits of cardboard if there is something unusual about the layout of the venue, or to notify competitors or members of the public of any specific safety considerations.

**HAND-OUTS FOR CAR PARKING:** All competitors need to complete an entry form which has been handed out at the car park entrance. They should also be given an information sheet about the arrangements for the day.

**The entry form:** is the same for each event, and a sample form can be downloaded from the web site if necessary. (Information to be entered is NAME, AGE CLASS, COURSE, CLUB, BOF NUMBER, and SI card number if they have their own card.)

**The information sheet:** is unique for each event but always contains similar information, including details of courses (colour, length, climb, number of controls); procedure for registration; distances to start and finish; facilities such as toilets; any specific safety instructions; plus any other relevant information. A sample information sheet is available to download from the OD web site. Also, details about start times. At a large event they may be assigned before the start. At smaller events it may state: "No start times will be issued. Please proceed to the start when you are ready to do so; start officials will arrange for competitors to start at one minute intervals".

**EQUIPMENT FOR REGISTRATION:** Make the signs for the registration area.

Supply all helpers on registration with a copy of the information sheet described above so that they can answer all the questions asked by those who haven't read it.

Registration will also need a money float; SI cards for hire; somewhere for individuals travelling alone to leave car keys.

If required at larger events create registration start time lists, one for each course, and mark clearly the first and last start times. These lists should contain columns for start times (already filled in), competitor's full name, club and class.

After registration competitors must also register with the results system. They need to take their paid entry form and SI card to the download and be entered in the system. It is useful for the natural flow through registration takes them from completion to payment, to SI card hire and then to download.

**MONEY:** Obtain a float from the bank or Post Office - £100 should be sufficient. Prices should be multiples of £1.00 so you only need £1 and £2 coins and some five and ten pound notes.

**THE OD CLUB SHOP:** Mel Elkington runs this. Ask them if they plan to be there, and if they are then find them a good place to park.

**OTHER SHOPS,:** They may contact you and ask to come, or you can talk to them at an event. Be aware that traders are not allowed at some venues. If traders are coming, then decide where you are going to put them.

**TOILETS:** Check whether there are any public toilets available. If not, then hire "port-a-loos". Talk to Kevin Ross to work out how many you need and for a list of recommended contractors.

**RESULTS PROCESSING AND PRINTING:** This will be handled by the download team. You need to talk to them beforehand to find out what they are expecting you to provide. This will usually require a number of volunteers to cover in addition to the download lead(s):

- 1 or 2 Registration up to close of registration
- 1 or 2 Download from 1<sup>st</sup> start plus 30 minutes to close

At larger events this may be increased so discuss with the results team.

**WHAT IF?** Something unexpected happens. For example, your car won't start on the Sunday morning, or the family running the start phone on Saturday evening to say they all have flu.

The list could be endless, but at least give some thought to what you might do. Which other club member lives near enough to help you out?

Have you got enough extra helpers to cover odd jobs?

Above all, don't panic.

## **ON THE DAY**

**SIGNPOSTING THE EVENT:** You know where they have to go so put them out as early as possible. They need to be hung from lamp-posts or road signs, both before and at appropriate road junctions, and be clearly visible to drivers approaching at high speed. If in doubt then hang a sign. It is better to have too many than too few.

Finally, don't forget to collect them in on the way home after the event.

**KEYS:** Collect any keys that are needed for gates or buildings. Remember to check that all gates have been shut and keys returned afterwards.

**CAR PARKING:** This is always tight (cars expand to fill the space available). Make sure the people doing the parking know all the possible parking places, in particular where to park minibuses if any turn up. For an event with first starts at 10.30 some people will turn up at 9.00 but most will arrive between 9.30 and 11.00. Where parking is limited, ensure that you have enough people dedicated to directing cars to the right places. The fluorescent yellow jackets give them an air of authority as well as letting them be clearly seen. Some clubs give this job to children - not a good idea, as drivers tend to ignore them. Try to be fair to helpers and early arrivals by parking them nearest to the registration area. Also try to direct four wheel drive vehicles to those areas of the car park that only they can use.

Information sheets and entry slips need to be handed out at the car park entrance, at the same time collecting any car parking fee in a bucket. However, be careful not to cause a tailback onto the road. If this becomes a problem then resort to handing out paper and collecting money after the cars are parked.

**REGISTRATION:** All competitors complete an entry slip which has been handed out at the car park entrance, accompanied by an information sheet about the arrangements for the day.

Information to be entered is NAME, AGE CLASS, COURSE, CLUB, BOF NUMBER and SI card number if own card. Additional copies to be available at Enquiries, and to be available as a download in advance on the website.

Competitor takes form and payment to get hired SI card and control descriptions (or just control descriptions if using own e-card). Registration team enter SI card number on form; form is marked as paid. The competitor then takes the form and SI card to download for automatic registration. Download collect the form and complete the entry.

The most efficient way of doing this is to use one queue for those needing to hire an SI card and a separate one for those who have their own card as this avoids them having to queue.

Control descriptions should have been produced separately and issued in return for the entry fee or for some competitions these may be at the start in a pre-start box.

Notices should be displayed indicating that there will be a charge if a hired SI card is not returned. (This is currently of £51.00).

Team needs to be big enough and have enough space to cope with likely numbers of entrants. Separate personnel needed for each function (SI hire administration/form check and control descriptions issue and money receipt/taking slips to data entry).

**ENQUIRIES:** There should be separate tent for enquiries with a large sign by it. Keep a First Aid Kit here.



Helper's sashes may be available (or fluorescent jackets).

Have a sample control at Enquiries for anyone who hasn't seen one before and doesn't know how to use an SI card.

Enquiries must also know where to find the First Aider at all times.

**ORANGE SQUASH:** OD no longer provide drinks at events. Competitors should be advised to bring their own drinks in the final details.

**TOILETS:** Ensure no problems, plus an adequate supply of loo rolls and disinfectant are available.

**LITTER:** Have several dustbin liners available for putting any litter in. At the end of the event make sure that all the litter has been collected and there is no evidence of us being there. (This includes taking the full dustbin liners home with you.) Don't forget to check the start and finish areas.

**PEOPLE'S WHEREABOUTS:** Try to keep track of where the Planner and Controller are in case they are needed. In particular, no-one should be allowed to start until the Planner and Controller have reported that all the controls are out and checked and that they are ready for the event to proceed.

**PROTESTS / COMPLAINTS:** Highly unlikely at a Colour Coded event. However, if someone really wants to complain then have them put it in writing so that you can pass it on to the Controller. (Making them write it down can often take the heat out of the situation if they are feeling really aggrieved).

**ROUTE TO THE START:** Put up any signs and tape to show competitors the way.

**START LAYOUT:** Check that the Planner has put up the Start controls with banners on them so they are easy to see. Erect the tall OD Start flag to make the location visible to everyone.

Have one or two SI CLEAR boxes on stakes before the start. All competitors must clear their SI cards.

It is usual to lay out the start so that there are three boxes. Call up is at -3 minutes. i.e. when the start clock bleeps for 10.07, the digital flipover clock should turn to 10.10.

- Those people with 10.07 starts run off into the forest.
- Those people with 10.08 starts move into the front box and are reminded it is a punching start.
- Those people with 10.09 starts move into the middle box.
- Those people with 10.10 starts move into the back box and check their SI card. The team should hold the Check box and ensure that every competitor successfully checks.

Checking the SI card is vital as it both checks that the card is cleared and working, turn on touch free SIAC punching and automatically collects an electronic list of who has started the event so that everyone can be accounted for at the end. If the Check files send them back to Clear again

Put out the diagram that shows how the map bags are laid out, and make sure there is a banner that shows the centre of the start triangle.

If start times are pre-allocated then the start list should be displayed and the start team should call up from this. The arrangements for late starts need to be clear and in the final details. Otherwise competitors arrive at the start when it suits them. The Start team should ensure that there is at least a one minute interval between starters on the same course.

It may be sensible to have “lanes” before the first start box for the busy courses (Blue and Green) so it is easy to maintain order and call people up at minute intervals. At busy times this will also facilitate self-regulated queuing.

Take the Start box(es) and check boxes back to download after all starts as a means of providing a safety audit on who has started.

**SETTING THE CLOCKS:** You will need to set the various clocks for use at the start. The clocks include an analogue beeping clock, a tablet running a digital beeping clock and a flip clock which can be used to indicate the actual start and the time being called. These clocks must be consistent with each other and correct to internet time (as on the tablet or the download system).

**FINISH LAYOUT:** Check that the Planner has put up the Finish Controls with banners on them, so they are easy to see. Erect the tall OD Finish flag to make the location visible to others.

Put out the tape that is needed to get competitors from the final controls to the finish.

Put out the signs and tape, if any, to get competitors from the finish back to the car park.

**DOWNLOAD TENT:** Erect this along with tables and chairs in a suitably sheltered area. It is even better if a building is available in which to house this. Better still with mains power

Results team keep the entry forms in case of queries.

Competitors’ SI cards are downloaded once only; splits are printed and handed to competitors. The card is then retained unless owned by the competitor.

Splits are checked automatically by the results software and any failures/disqualifications are passed to a queries point. Queries may need to be resolved with help from the Planner or Controller or the all controls map provided by the Planner.

**RESULTS:** Results on the day are displayed by course. Results should be displayed for competitors on a screen and be available on-line at the OD web site. If this is not possible, sheets of results are printed and posted periodically during the event.

**CHECKING FOR FINISHERS:** At events that are wholly entry on the day, this can be done by the download team using the Entered and not downloaded report. At other events a more formal check can be made once they have the SI check and start boxes. This will identify anyone who started and has not downloaded.

Sometimes people retire and go home without downloading when you think everyone ought to have finished. If this appears to have happened, then first check the registration slips. Then check the car park for obvious orienteer's cars and if there are any car keys still left at registration. If there is still someone unaccounted for then it is time to talk to the Controller and think about organising a search party.

**MOBILE PHONES:** If available ensure that the start, finish, download, etc. have a list of the mobile phone numbers of the other teams. Very useful when the finish is far from the download team and the last few competitors have to be counted.

## **AFTER THE EVENT**

**WHEN YOU GET HOME:** Check the results supplied to you by the download team.

**PREPARE THE RESULTS:** This is the most important thing to get done quickly so that people get their results before they have forgotten about the event. The live results should already be in the OD web site. If there are issues with the results agree what needs to be done with the controller and let the results team know. This could be:

- Removing a misplaced control form all courses
- Disqualifying or reinstating a runner
- Implementing the result of an appeal.

The results team will produce new results and when these are final there will automatically produced and circulated to the Planner, Webmaster and Treasurer:

- Results pdf file
- Web pages of the results
- CSV of the results ready for Winsplits, RouteGadget for Kevin Ross and British Orienteering for submission by Graham Urquhart

The live results will then be removed

You should aim to have the results on the web site either the same evening

Note: The Colour Coded Standard should be calculated automatically by the "Colour" results software.

Then write some Organiser's comments; get hold of the Planner's comments; and produce a list of lost property if there is any. Send all of this to the OD Webmaster.

Target for provisional results to be on the website is 24 hours and final results and splits, with officials' comments, within six days.

Results can be provided to the OD Treasurer and BOF electronically.

**ROUTE GADGET:** This is an important thing to get done quickly so that people can get their routes onto it whilst it is still of interest. Kevin Ross will need the OCAD map and Condes file to be able to do this for you.

**COPIES OF RESULTS:** As these are online, they should automatically be available to the West Midlands co-ordinator of the Colour Coded Scheme, and if it is a West Midlands League event to the League co-ordinator. If there are any questions, they may then get in touch with you. The relevant people are currently:

- Colour Coded Scheme - Hilary Simpson.
- West Midlands League - Lesley Ross.
- Karin Kirk - to write her weekly press report.

**EXPENSES:** Work out your own expenses and pay those of the Planner and Controller.

**EQUIPMENT:** Clean it and return to the club equipment officer with a list of anything broken, lost or stolen. Make sure that all the SI ecards are thoroughly dried out by leaving the boxes open.

**REPORTING RESULTS TO BOF AND PAYMENT OF ANY LEVIES:** This is done by the results team via the BOF Website. You simply have to hand all the takings over to the Treasurer, after paying any Officials expenses.

**COMPLETE THE CLUB FORM:** Fill in the details and send to the club treasurer. Either pay the money into the club's bank account, or hand it to the club treasurer when you see him.

**LIST OF PARTICIPANTS:** The club needs to keep a list of participants at the event, including all competitors plus any helpers who didn't run, for five years in case of an insurance claim. These go to the club secretary.

**LETTERS OF THANKS:** These should be sent to any landowners, helpful farmers, the police etc. Contact details can be obtained from the fixtures secretary.

## **HELPERS NOTES FOR THE CAR PARK AND ASSEMBLY AREA**

### **LIST OF HELPERS**

- Two or three people doing car parking
- One person handing out entry slips (and collecting car park fee if relevant)
- One person for information and general enquiries
- One person for SI hire
- Two people doing the entry form check, taking entry fees, and handing out control descriptions

**CAR PARKING:** This is always tight (cars expand to fill the space available). Make sure the people doing the parking know all the possible parking places, in particular where to park minibuses if any turn up. For an event with first starts at 10.30 some people will turn up at 9.00 but most will arrive between 9.30 and 11.00. Where parking is limited, ensure that you have enough people dedicated to directing cars to the right places. The fluorescent yellow jackets give them an air of authority as well as letting them be clearly seen. Some clubs give this job to children - not a good idea, as drivers tend to ignore them. Try to be fair to helpers and early arrivals by parking them nearest to the registration area.

Information sheets and entry slips need to be handed out at the car park entrance, at the same time collecting any car parking fee in a bucket. However, be careful not to cause a tailback onto the road. If this becomes a problem, then resort to handing out paper and collecting money after the cars are parked.

**ENQUIRIES:** There should be separate tent for enquiries. Keep a First Aid Kit here.

**REGISTRATION:** Team needs to be big enough and have enough space to cope with likely numbers of entrants. Separate personnel needed for each function (SI hire; Entry form check and control descriptions issue; and money receipt/taking slips to data entry).

## **HELPERS NOTES FOR THE START**

### **LIST OF HELPERS**

- One to help people
- One to hold the SI check box
- One to look after the bleeper clock and start people off
- One to take single maps out and put them under the bags (avoids competitors picking up several by mistake). Consider placing map boxes on a table.

**CLOTHING:** Ensure you have plenty of warm clothing, waterproofs, wellies, and your Sunday lunch as standing around for a few hours can be cold.

**START FLAG:** Make sure the tall OD Start flag is up and clearly visible.

**START SI UNITS:** Make sure these are clearly visible and have control banners on them.

**START LAYOUT:** It is usual to lay out the start so that there are three boxes. Call up is at -3 minutes. i.e. when the start clock bleeps for 10.07, the digital flipover clock should turn to 10.10.

- Those people with 10.07 starts run off into the forest.
- Those people with 10.08 starts move into the front box and are reminded it is a punching start.
- Those people with 10.09 starts move into the middle box.
- Those people with 10.10 starts move into the back box and check their SI card.

Checking the SI card is vital as it both checks that the card is working and automatically collects an electronic list of who has started the event so that everyone can be accounted for at the end. If an SI card does not Check, send them back to Clear again

Once the system gets going it is very easy.

**STARTS:** Try to be accommodating and help people to find a start time. Try to keep people at least a minute apart, although some competitors will sort themselves into a sensible starting order with adequate gaps between them.

**CL:OSING THE START:** Send the Check and Start boxes back to the Download tent

## **HELPERS NOTES FOR THE FINISH**

### **LIST OF HELPERS**

- One person to make it obvious where the finish is and handle any problems

**CLOTHING:** Ensure you have plenty of warm clothing, waterproofs, wellies, and your Sunday lunch as standing around for a few hours can be cold.

**FINISH FLAG:** Make sure the tall OD Finish flag is up and clearly visible.

**FINISH SI UNITS:** Make sure these are clearly visible and have control banners on them.

## **HELPERS NOTES FOR DOWNLOAD**

**LIST OF HELPERS:** Registration team is needed early on and download at the end. There will be one or 2 results leads who are able to manage the download software and fix problems. The peak time for finishers is from 11.30 until 13.30.

- Two people on Registration from 10:00 to 11:30
- One or Two people on download from 10:45 to end (May need to be 2 shifts)

**CLOTHING:** ensure you have plenty of warm clothing, waterproofs, wellies, and your Sunday lunch.

**DOWNLOAD:** Handled by Graham Urquhart, Rob Smart and Dave Chandler.

**RESULTS:** Results are displayed on rolling results screen and are available on the OD web site. A suitable dry location for the screen near but not obstructing download and notices directing to the web site are needed. If printed results are also needed, they are printed on sheets of A4 paper and hung in plastic bags somewhere close to the download tent.

**UNMATCHED STARTERS:** Sometimes people finish or give up and then don't remember to download, leaving unmatched registration forms, or a mismatch between electronically recorded starters and finishers, when you think everyone ought to have finished. If this appears to have happened, then first check again. Sometimes names are entered twice, or a finisher has slipped through without the form being matched. Then check the car park for obvious orienteers cars. If there is still someone unaccounted for then it is time to talk to the Controller and Planner and think about organising a search party.



## **QUICK CHECKLIST FOR THE ORGANISER**

To make sure you have done everything.

### **BEFORE THE EVENT**

- Confirmation of event registration received from The fixtures secretary
- Club balance sheet received from OD Treasurer
- Check adverts have been done
- Check that permissioning has been done
- Check that you have a car park sorted out
- Check that there will be a results lead available
- Find out about any keys etc that might be needed
- Talk to the Controller
- Visit the area
- Agree start and finish location with the Planner
- Decide on Registration area layout
- Decide on Start layout
- Decide on Finish layout
- Decide what to do about toilet facilities - these may need to be ordered
- Work out where to put the road signs directing people to the event
- Organise your helpers
- Notify the Police if applicable
- Know where the nearest telephone is / check that there is a mobile phone signal
- Know where the nearest Hospital Accident Unit is and print some maps of how to get there
- List and collect equipment
- Make all necessary notices for registration
- Make any one-off signs
- Get a float from the building society / children's piggy bank
- Collect control description sheets from the Planner
- Get the maps from the Planner
- Collect any keys you need
- Get a list of officials / helpers mobile phone numbers
- What if?

### **ON THE DAY**

- Signpost the event
- Collect any keys you need that cannot be collected beforehand
- Check the Registration area
- Check toilets have been delivered (or are open if using permanent ones on site)
- Check the Start layout
- Start the clocks
- Check the Finish layout
- Ensure that dustbin liners are put out
- Sort out the Results and display area

- Distribute mobile phone list to start, finish and results teams
- Check with the Planner that all the controls are out
- Know where the Planner and Controller are going to be
- Wander around to make sure things are going ok
- Sit back, have a drink, and enjoy yourself
- Check that everyone has finished
- Collect litter
- Collect all the club equipment together
- Lock all gates and return keys
- Collect event direction signs

### **AFTER THE EVENT**

- Check the results to make sure that they make sense
- Ensure the results are published on the web site
- Pay expenses
- Return equipment
- Complete the Club Form
- Pay in the profits / give to treasurer
- Write letters of thanks

## **ORGANISER'S LIST OF EQUIPMENT**

### **EVENT SIGNPOSTING**

- Signs (as many as you need), string and scissors

### **CAR PARKING**

- Luminous jackets (large and small)
- Car park signs
- Event information sheets
- Registration forms
- Bucket if collecting car parking fees

### **REGISTRATION AREA**

- Signs to the start if needed
- Runners crossing signs (if appropriate)
- Toilets
- Loo rolls
- Disinfectant

### **REGISTRATION**

- Signs for Registration
- Description of courses available
- Registration forms
- Spare information sheets
- Start time lists
- Control descriptions

### **ENQUIRIES**

- Sign for Enquiries
- First Aid Kit
- Sample SI control

### **THE START**

- OD Start flag
- Electronic clock
- Start bleeper clock
- White tape and some pegs
- Signs for -3, -2, and start lines
- Map box layout diagram
- Clear Check and Start SI units (responsibility of the Planner)

- Control banner to indicate position of start triangle (responsibility of the Planner)
- First aid kit

## **FINISH LAYOUT**

- OD Finish flag
- Finish SI units with banners (responsibility of the Planner)
- White tape
- First aid kit

## **DOWNLOAD and RESULTS PROCESSING**

- Results equipment (responsibility of results team)
  - Tent
  - Tables
  - Chairs
  - Laptops and computer equipment
  - Generator
  - Screen, A4 printer for results
  - Backup download
  - Two staplers and some spare staples
  - Clear plastic bags to put results in
  - Boxes to put control cards in after processing

## **LIST OF HELPERS**

Ideally two teams, so two names against each job. One with an early start, the other a late start. Typical times that people are needed are shown for an event with registration from 10.00 until 12.00, starts from 10.30 until 12.30, and courses closing at 14.30. However, for most events you can manage with just one team on the car park and registration if they all have late starts.

You will need some people there earlier to help set up the event, this should be the responsibility of the various team leaders so that you are able to go round and check that everything is being done.

### **CAR PARK (9.00 - 11.30)**

- Two or three people doing car parking
- One person handing out entry slips (and collecting car park fee if relevant)

### **REGISTRATION (9.30 - 12.15)**

- One person for information and general enquiries
- One person for SI hire
- Two people doing the entry form check, taking entry fees, and handing out control descriptions

### **THE START (10.00 - 12.45)**

- One to help people
- One to hold the SI check box
- One to look after the bleeper clock and start people off
- One to take single maps out and put them under the bags (avoids competitors picking up several by mistake)

### **THE FINISH (10.00 - 14.30)**

- One person to make it obvious where the finish is and handle any problems

### **DOWNLOAD and RESULTS (10.00 - 14.30)**

Registration team is needed early on and download at the end. There will be one or 2 results leads who are able to manage the download software and fix problems. The peak time for finishers is from 11.30 until 13.30.

- One or Two people on Registration from 10:00 to 11:30
- One or Two people on download from 10:45 to end (May need to be 2 shifts)