



Contents

1. Introduction
2. Role of the Main Officials
3. Before the Event
4. On the Day
5. After the Event
6. Organiser's Checklist

Appendices

- ◆ Useful club contacts
- ◆ Neighbouring club contacts
- ◆ List of forms and docs and where to find them
- ◆ Equipment checklist

1. Introduction

This manual has been produced mainly to provide guidance and advice to novice Organisers in the running of local, colour coded orienteering events – so firstly, thanks for volunteering! Have a read through this and if you still have questions or think you need some specific advice then we'll put you in touch with an experienced Organiser if we haven't already done so. Whatever your problem, it's a fair bet someone's encountered it before and will know the answer, so don't struggle on alone. The manual is a guide only and not a set of definitive rules - feel free to forward any suggestions or improvements for inclusion in future revisions.

A Level C event could expect between 50 to 150 competitors, a Level D event up to 100. Numbers are the only major difference between the two as far as the Organiser is concerned and the Fixtures Sec keeps a tally of how many competitors we had per course for each of our events which will help you estimate how many to expect.

This manual covers events using Emit electronic timing which is now used at all events. Emit has simplified organisation and reduced manpower requirements significantly, and the GRAMP laptop and printer allow results to be processed and published during the event.

The use of the PC and software is described in detail in "Notes on Using SportSoftware OE2003". We are trying to encourage as many people as possible to familiarise themselves with the software enough to feel confident of setting up an event and producing results etc, but if you feel you'd rather not then you can always delegate this side of the event to someone else.

A check list is included at the end to help you keep tabs on the timescales and tasks involved, and there are appendices of contacts and forms you may find useful.

2. Role of the Main Officials

Fixtures team

The Fixtures team will register the event through BOF & SOA three to six months in advance.

They will also obtain permission to use the area from landowners and tenants as necessary and will provide the Organiser with contacts for the area and suggested Parking/Assembly options. Early agreement is required between Organiser and Planner on the Parking/Assembly location. If this changes at any time, the Organiser must inform the Fixtures Secretary in order to revise the registration and BOF/SOA website. Other key information should be passed to the Fixtures Secretary as soon as possible, e.g. the range of Courses on offer and any exceptional issues/restrictions like no dogs or access safety issues, again for publication purposes.

Planner

Apart from planning the courses(!) and placing the controls, the Planner will identify and agree Start and Finish locations with the Organiser some time in advance of the event taking into account car parking location, making best use of the area, possible weather conditions, safety issues etc.

On the day, the Planner will provide:

- ◆ maps (pre-marked maps waterproof paper)
- ◆ spare control descriptions for competitors to pick up at Registration
- ◆ spare All Controls maps and spare blank maps

Controller

A Controller will be appointed by the committee for all Level C events. The Controller will ensure the event is planned and organised fairly and in accordance with BOF rules, take action should any rules be judged to be broken and take the decision, in conjunction with Organiser, to cancel the event in exceptional circumstances. The Controller has overall responsibility for ensuring that the competition is well run.

Organiser

The main roles of the Organiser are:

- ◆ Arranging publicity
- ◆ Collection of equipment (except that provided by the Planner as above) from the club store
- ◆ Organising helpers for running the event
- ◆ If necessary, cancelling the event and spreading the word
- ◆ Signposting to and notices at the event
- ◆ Overseeing helpers during the day
- ◆ Making sure all helpers and competitors are informed about any environmental or safety issues and co-ordinating searches/first aid if necessary
- ◆ Ensuring, in conjunction with the Controller, that all competitors are accounted for before leaving area
- ◆ Collection and return of all equipment to store
- ◆ Post-event admin as required, e.g. passing money and competitor breakdown to Treasurer, incident reports

3. Before the Event

Approx 2-3 months

Basics in place?

On accepting the role, the fixtures secretary will notify you of the other officials and provide you with the map and information for the area, including the names of any parties you should contact in advance if you wish to visit the forest BEFORE the event, and any restrictions within the area. Any restrictions should then be discussed with the Planner and Controller as they may dictate the location of Start, Finish and parking. It is advised that you contact the local tenant or landowner for the proposed parking location as soon as possible, mainly as a matter of courtesy but also to ensure there are no major issues that GRAMP have not been made aware of. An early visit to the proposed area is also advised.

Things to discuss with the Planner asap

The Organiser should work with the Planner to decide on suitable Start and Finish locations. Early contact with the Planner is essential to identify and resolve potential issues and to ensure that both are clear in their responsibilities. Examples of confirmation of responsibilities could include:

- ◆ Taping of route to/from Start(s) and Finish(es)
- ◆ Placing of Start and Finish controls – usually the Planner's responsibility
- ◆ Requirements for manning of Start(s)/Finish(es)
- ◆ Requirement for second master maps (unlikely with events using electronic punching)
- ◆ Map numbers and arrangements in the event of running out of maps
- ◆ Arrangements for collecting controls

It is advisable that one complete set of maps is retained for use as master maps in case of heavy demand and Planners often print a small number of blank maps for this eventuality.

Physical layout and arrangements

If you're not familiar with the area, try to pay a visit and start thinking about how you're going to organise things like travel directions, Parking and Assembly.

- ◆ Travel directions: Think about the safest way of routing people into your Parking area – even for small events queues can build up quickly for whatever reason so avoid turning immediately into a field off an A road for example. Determine where road signs will be needed.
- ◆ Parking: As a rough guide, the number of cars will be two-thirds of the number of competitors. Level C events generally do not exceed 80 cars and perhaps one or two minibuses. Try to avoid steep fields, narrow entrances and marshy areas as the area may have to be used in heavy rain.
- ◆ Assembly: Ideally adjacent to or in the same area as Parking and should be able to accommodate Registration and Results. There should be good routes to the Start and Finish, both for competitors and transporting the necessary equipment. Where possible you should use the club tent for Registration and download, although this is not essential for Level D events providing there is somewhere weatherproof for the Emit download unit and/or PC. Having a tent creates more of a focus for the Assembly area, generating a more sociable atmosphere (but be prepared to chase oversociable folk out of the way if it's really raining hard!)
- ◆ Police: Contact the local police if there is any likelihood of traffic obstruction or if competitors have to cross a busy road. This is not normally required for Level C or D events.

Publicity

Pre-event publicity should be sent to the Webmaster, ideally a month in advance. Paper flyers are not generally used any more but you can send an email to the club members and maybe stick up a couple of posters at other local events leading up to yours. Guidelines for pre-event publicity can be obtained from the Publicity Officer. Templates are available on the Gramp website. The fees for each event are set by the committee. Note that for Level C events, information about the availability of toilet facilities should be included and if toilets are not available at the event site, the location of the nearest public toilets should be included in the event information. Don't forget to include details of how competitors can access our Early Email Entry System – see below under EEE and Setting up event in OE2003.

2-3 weeks

Safety

It is your responsibility to complete the BOF Risk Assessment Form

http://www.britishorienteering.org.uk/images/uploaded/downloads/events_forms_riskassessment.doc

to identify any possible hazards to competitors or the environment. Consult with the Planner on any hazards and control measures in the competition area (e.g. yellow and black tapes around hazards) The controller should check the assessment and sign the form.

Competitors should be informed of any hazards e.g. high fences, out of bounds areas, using notices at Registration and/or the Start as required.

BOF require that an Incident Form is completed if any accident or damage occurs –

http://www.britishorienteering.org.uk/images/uploaded/downloads/events_insurance_accidentreportform.doc

Read through the Rescue Plan (copy on the club website) and make sure you know where the nearest hospital is and how to get there. It's highly unlikely that you will have to put any of this plan into practice and your Controller will always be there on the day if you require experienced advice regarding missing competitors etc.

Protection of children and vulnerable adults

The club's Child Welfare guidelines are available on the website. You should familiarise yourself with these. In the unlikely event of an incident or concern occurring during your event you should inform the club Child Protection Officer.

Helpers

Start recruiting your team leaders and helpers. You can email all club members to issue a general appeal for helpers or if you prefer, ask people directly. It is good to get newer members of the club involved by asking them to help. The Membership Secretary can advise and will provide an up-to-date membership list on request. Ensure that there is at least one person experienced with the Registration/Download process using the Emit software at all times; check with the Emit Technical Co-ordinator who these people are. Everybody except the Organiser, Planner and Controller should be able to get a run if they want one and using non-orienteeing friends and family as helpers is perfectly OK. Do NOT allocate any of the jobs below to yourself, the Planner or Controller.

It is essential that someone is available to help any newcomers and provide advice on what course to run etc. This need not be one of the coaching team but should be someone experienced and a good 'people-person'.

Prepare a chart showing who is doing what job and whether helping early or late and make sure you tell helpers what time they will be required and that they are comfortable with their allotted slots. Ensure that 3 or 4 people will come early to help you set up and another group stay late to help dismantle the event.

Below is a table with suggested numbers of helpers – these numbers will vary depending on the area and the expected number of competitors:

Task	Early shift	Late shift	Comment
Parking	1	0	Often not required
Road marshal	0	0	Usually not required
Registration/Download	2 or 3*	2	These tasks should be co-located. *2 for reg and 1 on laptop for first hour of reg, dropping to 1 on reg later.
General help and advice to competitors	1	1	Essential – use someone experienced and friendly
Start	1	0	To separate competitors on the same course and help newcomers
Finish	0	0	Not normally required unless very remote
Results	0	1	To post results and assist download
Control collectors	0	3-4	Liaise with planner
Total	5 or 6	4	

Non- Emit Equipment

This is kept in the club store at the Hickling house and you should contact them to arrange access when mutually convenient leaving yourself enough time to check it and source extra consumables or equipment if necessary. The equipment should come in good order and dry, please return it in the same condition.

- ◆ Collect whatever equipment you think you'll need like the Organiser's box, road signs, notice boards, tent, tables, chairs - a suggested list of equipment is included in the appendices. Check if any consumables (orange squash, cups, staples etc) have to be purchased.
- ◆ Water carriers should be washed out with sterilising solution before filling with water only (depending on what other GRAMP events are on, this may be done only a week before.)
- ◆ Special equipment may be needed for building stiles, crossing points etc. - some may already be available in the store or may need to be sourced from other club members or contacts.
- ◆ Remember, the Planner is responsible for controls (including Start and Finish), kites, map boards, map corrections, maps and control descriptions, i.e. the equipment connected with the actual orienteering courses.

Emit Equipment

GRAMP and MAROC have each purchased a set of Emit electronic timing kit to be used at all events; brikkes (and sometimes controls) are shared for Level C and some smaller events. The Emit team leader at your event will normally take responsibility for collecting the Emit brikkes, download device(s), Emit printer, laptop and printer. N.B. The Emit printer battery needs to be charged up the night before the event.

Registration stubs and sheets

There should be an adequate supply of these in the Organiser's box. If not, contact the Fixtures Secretary or download and print more from the GRAMP website.

Cash Float

Arrange an adequate cash float for Registration - assume the first few competitors will all have £20 notes!!

Building Works - Not normally required but just in case....

Put up stiles, lay bridges, make fence crossings etc. - to protect the owners' property as well as the competitors' safety.

Notices

Make out clear notices for display at Registration using the examples on the Gramp website. Include:

- ◆ Course lengths, colour codes and levels of technical / physical difficulty (as notified by Planner)
- ◆ Fees (as notified by Fixtures Secretary)
- ◆ Course closing time
- ◆ Distance (and approx. walking time) to Start
- ◆ Existence of any map corrections
- ◆ Special or significant circumstances for that particular event, eg safety issues
- ◆ Simple instructions for the registration process (there may already be a set of these on a board in the store)

Keys

The Fixtures Secretary will have informed you if you need to collect a key for access or arrange for gates to be opened on the day and given you the relevant contact details. Make arrangements, in good time, for the collection and return of keys or, a day or so before the event, give the contact a polite reminder to open gates.

Early Email Entry System

We are trying to encourage competitors to use the EEE System as it allows you (or your delegate) to get ahead of the game and enter hopefully at least half of the competitors into the event database before the day of the event. This makes data entry on the day much quicker and less pressured.

The Webmaster will include a link to the EEE form in any information posted about the event. The EEE messages gathered by this form are forwarded to the EEE email address and you will need to arrange access for yourself or your delegate to collect these messages for collation and ultimately entry into the event database.

As an encouragement to use the EEE System, try to have someone on Registration dedicated to ticking EEE competitors off the list as they arrive and taking their money rather than making them queue up with the rest of the Entry on the Day competitors.

Read the EEE Notes for a full description of how to EEE competitors are handled by Registration and Download teams as it differs from the "normal" registration and download described below.

Set up the event in the OE2003 software

Get a copy of the course information from the Planner in the appropriate format described in "Notes on Using SportSoftware OE2003" and set up the event on the laptop and enter any EEE competitors into the database. This can be done in the last few days once the final version of the courses has been approved by the Controller. If you don't feel confident enough yet to do this alone then ask for help or delegate.

4. On the Day

Sign-posting

Details of the location will have been published and ensure that sign-posting coincides with any instructions already published. If the pre-event information said "sign-posted from the A96 and B977 junction" then make sure it is.

Put up the signs very early as helpers need travel directions also. Remember that competitors may approach the area from different directions. You cannot erect too many signs and care should be taken that the signs are not obscured by vegetation or fences. As far as possible start with a sign that says "Orienteering" rather than "O" or "O-event", then use arrows and old kites thereafter.

The club has "Caution - Runners" signs for use when competitors cross or travel along public roads either during the competition or on the way to Start or Finish.

Parking

Depending on the area marshals may be needed, especially in bad weather. An hour before Registration opens have someone on duty who knows the arrangements. If minibuses and coaches have to be parked elsewhere ensure that this is clearly sign-posted. There are fluorescent jackets and 'hands' for marshals in the store.

Preparations

All of these tasks can be delegated to early helpers and timed how you see fit but Registration should be open for business at 10:30 (or as advertised) and you should be able to accommodate starts by 11:00 or earlier if the Controller says everything is ready.

- ◆ Tape routes to/from Start and Finish and hang Start and Finish banners
- ◆ Transport maps for Orange upwards and map boxes to Start
- ◆ Put up the tent, tables and chairs
- ◆ Set up Emit download unit, laptop and printer
- ◆ Put out Emit brikkes for Registration and a box labelled "Used brikkes" for Download
- ◆ Put out registration stubs with pens and description sheets
- ◆ Put up notices
- ◆ Put out water carriers, cups, squash and rubbish bags
- ◆ Make sure the First Aid Kit is easily accessible
- ◆ Make sure the Rescue Plan documentation and spare All Controls maps are kept handy just in case

Registration

Registration is normally open from 10.30 to 12.30, or as stated in the pre-event publicity. One official can easily handle several courses especially if, at busy times, entry fees and map sales are dealt with by a separate official.

Registration officials should be issued with:

- ◆ Registration sheets listing number of maps available for each course
- ◆ White and Yellow maps
- ◆ Cash float
- ◆ Emit brikkes
- ◆ Information on courses available, how to get to the Start and how far it is etc

The usual Registration process (i.e. NOT EEE competitors) follows these steps:

1. The competitor fills in a registration stub for their chosen course before approaching Registration.
2. Check that all competitors' full names are included, using the back of the stub if necessary. This is required for insurance purposes so for example Morag McLeod+1 is not acceptable – we need the +1's name too.
3. Take an **unused*** Emit brikke, copy its number onto the stub and hand the brikke to the competitor.
4. Also hand out White or Yellow maps if appropriate.
5. Charge the competitor the appropriate fee and note which course they were on and whether senior or junior in the appropriate column on the Registration sheet. (You need to keep track of how many maps have been sold for each course to know when you've run out and you need to know how much was

charged in order to complete the BOF Levy Form accurately and quickly. The Registration sheet is designed to help you do both.)

6. The stub is then passed to the person operating the laptop. Once they've transferred all the details into the OE2003 software they store the stub in the designated place. There is a set of wooden blocks with bolts on for storing stubs or they can be put into a box.

*N.B. Check with the Emit team leader whether it is OK to reuse brikkes if you run out.

Pairs and groups often enter the easiest courses and it's not unknown for a family to tackle a Light Green together. They may take a single brikke but maybe multiple maps; the entry fee should be per brikke used, with additional maps charged at £1 each. The fee charged should be noted on the Entry Lists. Pairs or groups should be instructed to finish together as we will assume that if the brikke has been returned then all the people using it have also returned.

Competitors who enter late in the day should be reminded of the course closing time; that they must return by this time and that controls will start to be removed after this time. Inexperienced competitors should not be permitted to start late on the longer courses. Similarly, helpers should (as far as possible) be dissuaded from running courses which they are not confident of completing within a reasonable time. It's obviously dependant on the individuals' experience and capabilities, but very unfair on other people if they can't get their run due to a relief not turning up or they can't close up and go home because of a slow helper is still out.

Start

At all events it is a good idea to have a helper at the Start to ensure that competitors running the same course start at least 1 minute apart, and to provide any help newcomers may need.

White & Yellow maps will have been issued at Registration and maps for all other courses will be provided in boxes just after the start control.

Finish

There is usually no need to have any helpers at the Finish but if it is remote then it may be useful to have someone to act as a contact point for competitors in trouble. Put a sign up reminding competitors to go to download to get their results (and a map/taped route to get back to Assembly if remote.)

Download and Results

At a small event one person may be able to handle this but 2 or 3 would be needed for a Level C. Download should be close to, and usually in the same tent as, Registration.

The usual Download process (i.e. NOT EEE competitors) follows these steps:

1. Ask the competitor which course they were on, find their stub and tick it to show they've finished and put into a separate box (as a double safety check and for the names of all competitors for the records.)
2. Place the Emit brikke briefly on the download unit and a splits printout will appear on the attached printer which can be given to the competitor.
3. Simultaneously, check onscreen that the download registers in the software. If a mispunch or missing controls* is indicated on the screen, tell the competitor as they may wish to dispute it. At busy times, you may have to ask them to wait a few minutes before sorting it out as you need to keep the Download queue flowing smoothly - particularly in cold, wet weather.
4. On a regular basis, print out a set of results and display them somewhere close to Download but far enough away that a crowd of folk won't interfere with Registration and Download.

*N.B. If it appears that one control is consistently not recording (shown as missing for several competitors but they all swear blind they punched it) inform the Planner immediately.

The Emit brikkes cost £40 so it is vital that all brikkes are retained at Download. Used brikkes should also be kept separately from the unused brikkes for Registration.

Tidying up

You can't leave the event until you are satisfied that all competitors are safely back and accounted for but there are some tidying up tasks that can be carried out before that, so delegate as and when you see fit.

- ◆ Collect tapes from routes to/from Start and Finish and collect Start and Finish banners
- ◆ Collect spare maps from Start
- ◆ Take down the tent, tables and chairs
- ◆ Pack up the laptop and Emit kit and make arrangements to get it back to the Emit Kit Co-ordinator
- ◆ Collect registration stubs, pens, notices, map corrections, water carriers, cups, squash and rubbish bags
- ◆ Carry out a litter sweep of Parking and Assembly
- ◆ It is the Planner's responsibility to collect in the controls, but the Organiser should assist in the provision of finding suitable, willing helpers
- ◆ Lock any gates (once the Planner has finished control collection) and return the keys
- ◆ Collect in road signs on your way out
- ◆ Hot bath and a glass of whatever

5. After the Event

Results

Use the laptop to obtain a set of results in html format for publication on the Gramp website and email them to the Gramp webmaster. Instructions on how to do this are in "Notes on Using SportSoftware OE2003".

Again, you can always delegate this job to someone else if you don't feel confident enough to have a go yourself. Strictly, the Controller is responsible for disqualifications so consult them if in doubt.

The webmaster will also require the full names of any non-BOF participants for the insurance records so email a list of extra names associated with a name registered in OE2003 (this is why the stubs need to be kept until now.)

Colour Code Standard times should also be published with the results. The colour coded standard for courses (other than White) is either the time that is achieved by at least 50% of those who started the course (including the retirals and disqualifications) or 150% of the winner's time - whichever gives the larger number of qualifiers.

The results should also be sent to the fixtures secretary (registrations) who will forward them on to BOF and arrange levy payment.

RouteGadget

Use the laptop to export a set of results in the appropriate format for RouteGadget and email that file to the Gramp webmaster. (There is no manual alternative to this so if the laptop wasn't used ignore this bit.)

Emit equipment

Make sure that all Emit bricks and computing equipment is returned to the Emit Kit Co-ordinator.

Equipment

Check the equipment, dry it out and return it to the club store as soon as possible. Report any lost or damaged items to the store custodian so that these can be replaced before the next event. The Planner should look after the kites and punches

Post Event Form

Use the Post Event Report Form (copy on Gramp website) to record any problems with the event, e.g. disgruntled residents, broken gates, incorrect equipment or information, and send it to the Fixtures Secretary.

6. Organiser's Checklist

Prior to the event:	
3 Months	<p>Check Fixtures Secretary has arranged: Permission – land owners, Forestry Commission Event registration with BOF / SOA</p> <p>Contact shooting tenants, forester in charge, gamekeepers if required Car parking access Arrange publicity – flyers at events, website, neighbouring clubs Complete Risk Assessment, reviewed by all officials</p>
1 Month	<p>Publicity - event information to webmaster Visit with Planner Officials for Parking, Registration, Start, Finish and Results Contact Police if necessary</p>
Week Before	<p>Prepare course description notices Registration lists Purchase consumables Collect equipment Prepare cash float Review rescue plan</p>
Day Before	<p>Collect keys to any access gates Remember to take event permits and contact details Mark out Start and Finish Mark sites for tents and shelters Build bridges, stiles and fence crossings Prepare map correction notices Last check with Controller and Planner – especially in the case of bad weather.</p>

On the day	<p>Do not give yourself a specific job Put up signs, approaching the area and within Assemble equipment at Registration / Download Put out squash, cups, litter bags Tape routes</p>
After the Event	<p>Send out results (website/envelopes) Return equipment BOF/SOA - send levy and balance sheet and results to club treasurer</p>

Appendices

A. GRAMP contacts

Fixtures Secretary	Vacant
Registration	Adrian Will
Permissions	Adrian Will
Treasurer	Kevin Reynard
Publicity Officer	Gary Morrison
Emit Co-ordinator	Rob Hickling
Store custodian	Anne/Rob Hickling
Webmaster	Rachel Scott
Child Protection Officer	Sean O'Sullivan

All of the above can be reached via the "Club info > Committee and contacts" menu link on the website or you can check the club membership lists issued at the start of each year for direct email addresses and phone numbers.

Check whether the webmaster will be available around the time of the event to post information and results and if not you'll be provided with an alternative method of posting information yourself by email.

B. Other club contacts (for publicity or cancellation)

Check the club websites for up to date contact details

INVOC

www.invoc.org.uk

BASOC

www.basoc.org.uk

MAROC

www.marocscotland.org

MOR

www.moravianorienteering.org

C. Forms and documents and where to find them

All on the website under the "Technical Information" menu link

Template for flyers

BOF Risk assessment form

Example notices

Post Event Report form

Rescue Plan

Notes on Using SportSoftware OE2003

(+ Organisers' Manual of course)

Club Equipment

CS = club store PP = Planner provides OB = Organisers box (held in Club Store)
 RH= Rob Hickling OP = Organiser provides

Task	Kit	Source
Directions & Parking	Road signs – from all possible directions	CS
	Big ORIENTEERING signs	CS
	“CAUTION RUNNERS” signs if courses cross public roads	CS
	Fluorescent bibs and ‘hands’ for parking or road marshals	OB
	Notice boards for special conditions e.g. icy car park	CS
Registration	Tent (protects Emit kit from weather) / Tables & chairs	CS
	First Aid Kit	CS/OB
	WELCOME banner, GRAMP banner	CS
	Cash float and box	OP/OB
	Maps, Control descriptions, Map corrections	PP
	Master map boards (if pre-marked maps not used)	CS
	Registration Lists / Course Registration slips	OP/OB
	Club/Event Information notes – boards in store	OP/CS
	Pens, registration slip holders, clipboards	OB
	Emit brikkes	RH
SAE envelopes in box	CS	
Start	Start control	PP
	Maps for Orange course and upwards	PP
	Notices about special conditions if necessary	OP
	Route to Start markers (arrows and/or tape)	CS
	START banner	CS
	Collapsible map boxes	CS
Finish	Finish control	PP
	Route to Assembly markers (only if very remote)	CS
	FINISH banner	CS
Download & Results	Emit card reader & printer, laptop and printer, power supply	RH
	Board(s) for results printouts	CS
	If not using laptop, or in case it fails; string, staplers and staples for results “washing line” (ask an old hand how this works)	OB
	Water carriers & cups & squash	CS/OP
Misc	Tape for marking out of bounds etc	CS
	Plain boards for extra signage	CS