



Summer Series Guidelines

Fun, Informal, Sociable

The aim of these events is to provide for ALL CLASSES of orienteers - from complete beginners to experienced club members. This generally means 4 courses going from Yellow to Light Green/Green. We will try to arrange one of the club coaching team to be in attendance at each event to provide help and advice where needed.

Other Summer Series information/documentation (available from Technical Info page on Gramp website):

- Summer Series Variables (list of positions, names and contacts)
- Summer Series Registration Form
- Summer Series Sample Notice
- Summer Series Advance Notice (sample)
- BOF Risk Assessment form
- List of control numbers
- List of dates, venues and links to locations on Gramp website (click on summer series icon)

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Timeline

A summary of activities required. More details in following sections.

1 month or more before event

- Check map and access

3 weeks before event

- Plan and print your courses. Ask for help if you need advice or assistance with any aspect of planning or printing or if you have any really vital map corrections (ask the Summer Series Coordinator if in doubt who to contact)
- Complete risk assessment
- Prepare/put out advance warning notice
- Check details (**including location details**) on website

1 week before your event

- Arrange kit collection – usually easiest to collect from previous week’s event.
- Pick up any issues from the organiser eg *"I had 50 people out on the medium tonight !!"*
- Try and get someone to help at your event – they can get registration started if you’re late putting out controls (early arrivals will be there from 5.30pm) and/or help collect controls.
- Remember to CHARGE THE SPLITS PRINTER and check there is enough paper

At your event

- Put out courses
- Put out banner and welcome notices
- Welcome, register and download runners
- Collect controls - try and recruit some of the late entry folk to help if not previously arranged. Pass kit to following week’s organiser if so arranged.

After the event (preferably same or next day)

- Compile a results sheet and send to Summer Series Coordinator
- Send the names and contact details of any non-BOF members or interested parties to the Membership Secretary
- Pay entry fees collected to Gramp account. Email Treasurer and Fixtures Registration Officer with summary of accounts and number of senior and junior runners (for BOF levies)
- Inform the Summer Series Coordinator of anything future organisers should know, damaged/missing kit, access problems etc.
- Relax! Job well done!

Courses

At each event the following 4 courses should be offered:

Course	Technical Difficulty	Description	Length (km)	Target Time
Easy	Yellow TD2	Course along line features with NO route choice - paths, fences, walls and very distinct vegetation changes with lots of controls (max 250m apart)	1.5 - 2	40 mins walking
Medium	Orange TD3	A useful step-up for those that have previously managed an easy/yellow course. It should still be bounded by line features but there should be some scope for corner cutting and compass work. Any 'difficult' leg should have a catching feature nearby. Controls should generally be on positive features.	2.5 - 3	30 mins running, 60 mins walking

Short Technical	Green TD4/5	Technical course is aimed at newer, older and/or less-fit orienteers who still wants a technical challenge. This can often be achieved by cutting out a loop of the long course, so consider this when planning the long course	2.5 - 3	20-30 mins
Long Technical	Green TD4/5	Aimed at experienced, fit orienteers. Some areas do not fulfil TD5 criteria.	3.5 – 4.5	30-50 mins

You are welcome to contact the Series Controller for assistance and advice with course planning, or any other experienced planner, as needed.

More experienced planners are encouraged to do something a little different with the technical courses to focus on a particular skill. If you want to do this, contact the Summer Series Coordinator to ensure that a range of skills are covered during the series.

League and Award Schemes

Junior Attendance Award Scheme

The Gold/Silver/Bronze Award scheme which is aimed at encouraging juniors to attend regularly. The number of events required for each varies with number of events planned. Remember to record the names of ALL competitors in pairs or groups so that they can qualify for awards (this is required for BOF insurance also).

Summer Series League (may be!)

To encourage a bit of friendly competition, the results will be collated by the Summer Series Coordinator to rank best 7 runs from the series. Runners can chose any course to run at any event, it is not binding. Points awarded: 1st 100 points, 2nd 95 points, 3rd 90 points, subsequent places two points less for every place. Templars Park event not part of league (prize giving).

Before the Event

Access

Please contact the Access/Permissions Coordinator well in advance of the event to ensure there are no access restrictions.

Planning

Map and Control Descriptions

Pre-printed maps with control descriptions on should be used. Your OCAD map file will be sent by email from the Summer Series Coordinator. You can use CONDES or PURPLE PEN to produce the course maps. It is not necessary to print loose control descriptions.

Condes Download a copy from the website <http://www.condes.net> . You will need a licence code from the IT Coordinator. The Gramp laptop (with software already loaded) can be borrowed by anyone who needs it.

Purple Pen <http://purplepen.golde.org/>

Control Numbers

An up to date list of available control numbers can be found on the Gramp websites. Only hanging controls are used for these events <http://grampoc.com/2011/10/12/technical-info-for-planners/>

Control Flags

It is highly advisable to flag controls before the event, it makes control placement on the day much easier and faster, especially if you have helpers.

Course Close Time and Out of Bounds areas

Include a course close time on the map - this should be the last line of the control descriptions* but is OK just as text on the map. Remember to mark any out of bounds areas, eg fields, houses (and bend leg lines around any such areas). Remember there are nearly always a few new/inexperienced people at all events.

*In Condes this is done by selecting the finish control → right click and select *Edit Control...* → select *Texts, Score-O and Status* tab → add desired text in *Additional Text* box → Apply → OK

Planning Information

For general planning guidelines, such as descriptions of Technical Difficulty and good planning techniques use the resources available on BOF websites. https://www.britishorienteering.org.uk/page/handbook_mapping

Roads

When planning in areas that potentially have road crossings (eg Foggieton, Tyrebagger, Glen Dye) remember that juniors under the age of 16 may not run on courses that cross roads without traffic calming measures unless the crossing is marshalled. This affects all courses as there are juniors that run at all levels in the summer series. If juniors will not be permitted on certain courses, this must be mentioned in pre-event publicity.

Map Printing

There are four options available for map printing. Ideally sent maps for printing at least TWO WEEKS before the event. Remember for any postal options that use first class post may take 3 days.

1. Stirling Surveys on Waterproof Paper

info@stirlingsurveys.co.uk 01786 479866

Stirling Surveys provide a professional map printing service and are a bit more costly for smaller events. They hold their own stock of waterproof paper and know how to print orienteering maps to scale. Please give them at least 7 days for turnaround. Printing is done directly from a Condes file (*.wcd) and the OCAD map file (*.ocd). Please clearly state which courses to print, how many and to use waterproof paper. Copy your email order to the Treasurer (treasurer@grampoc.com).

Costs are approximately 40p per map plus £3.00 per course plus postage, typically about £40 per event. Thus please avoid printing all controls maps if possible as they have a high relative cost (consider this when planning!).

The next 2 options should only be used if you have run out of time to get the printing done by Stirling Surveys. If using 'normal' paper you should ensure you have plenty of poly-pockets to use as map bags in case of rain. To claim back expenses please complete a Gramp expenses form <http://grampoc.com/2011/10/15/gramp-officials-expenses-claim-form/>

2. Print Maps Yourself

If you have access to a good quality (laser) colour printer, you can print the maps yourself – reasonable costs will be refunded but of course this will be on 'normal' paper.

3. Commercial Printer

If you do not want to wear your printer out, maps can be colour printed/copied at a commercial printer.

Map Numbers

How many to print? The attendance statistics from the previous years can be used as a guide to how many maps of each course to print. See the document Summer Series Variables. Attendance is influenced by the timing and weather as well as the venue. Numbers from the early events in this year's series will also be useful to planners later in the summer. As a backup, keep one map of each course as a 'master map' and have some blank maps to hand for people to draw on the course if you run out of pre-printed maps. Print off a few loose control descriptions to use as back-up.

Map Corrections

If you discover any serious revisions needed to the map contact the Mapping Coordinator (mapping@grampoc.com) with an annotated copy of the map and they will be able to make the changes to the OCAD master file. Give them plenty of notice or any changes may not be made until after your event.

Kit Security

Some of the areas (Perwinnes Moss, Duthie Park, Hazlehead, Dunnottar, Balmedie) are not as secure as others with regards to having kit pinched but the aim is to use EMIT timing for all events. For these areas consider using emit for the Start and Finish only and use some other means of control marking (e.g. kites with numbers, paper cups or plates on string). When choosing your control sites please keep this in mind. If you think it will not be possible to guarantee the security of the EMIT kit at other venues do the same and either rely on the honesty of the competitors to go to every control point or use cable ties to secure kite and emit block to something big! There is at least one set of alternative markers in the Gramp store – it is recommended that you get hold of these early so you can be sure what control codes are available. Moderate costs replacing/extending the set can be charged back to the club.

Parking

The Fixtures team will get permission from the landowner and register the event and will inform you of any restrictions or safety issues about the area. If you have to use a different car park/assembly to that listed on the publicity for the series please make sure the parking is signposted from the advertised site and/or from the nearest main road. Advise the Summer Series Coordinator and Webmaster if there are any changes.

Risk assessment

A 'generic' risk assessment for your area should be sent to you by the Summer Series Coordinator, or a blank form can be downloaded from the BOF website. You should review this and add any additional detail relevant to your particular event. You should then send your risk assessment to an experienced organiser or controller who has attended the BOF Event Safety Course who will countersign it. A list of club members fulfilling this criterion is on the Summer Series Variables document.

Advance Notice Sign

Please put up a notice at the carpark area at least a week in advance of the event to warn other users of the area, and to invite them to join in!

Helpers

It is essential that you recruit at least one helper for the event so that if you are late putting out the controls someone is at the car park for early arrivals (some will come as early as 5.30pm) and to start registration. Registration can be very busy and will ideally need two people. If you are unable to find anyone to help contact the Summer Series Coordinator who will try to arrange for someone to help you. We will try to arrange for one of the club coaching team to be available to give advice to competitors and newcomers, please don't expect them to help with organising though, they are our 'Customer Service Assistants'. If no one is assigned, just ask an experienced club member that is around at the time. Some handouts will be available – all non-members should be given a club leaflet and membership information (one of the main objectives of the summer series is to recruit new members). BOF insurance now also requires that we take contact details of anyone who is not a member of club. A form for this is available with the summer kit.

Cash Float

With the modest (and exceptionally good value!) entry fees, you will need at least £20.00 float. Life can get very tricky if you don't have enough change.

Kit

A set of kit will have been prepared for the series. It is **your responsibility** to collect it, ideally from the event the Wednesday before yours and have it ready for collection on your night after the event finishes. Please make every www.grampoc.com

effort to do this and offer to assist in collecting the controls in. If everyone does this, it collectively makes our lives easier and the evening shorter for the organiser. The kit will consist of:

- ❑ Road direction signs - make sure you have enough road signs to get any newcomers from the 'main road' to the parking (extras from the equipment store). Check the website for any details of where the event is signposted from. For example, if the pre-event publicity and/or risk assessment says 'signposted from A93 at Maryculter', then make sure it is.
- ❑ Caution Runners signs
- ❑ Notice board
- ❑ Kites
- ❑ Emit kit – brikkes, controls and splits printer/reader (MTR4). See also notes below.
- ❑ Canes
- ❑ First aid kit
- ❑ Organiser box containing:
 - 2 clipboards
 - Non BOF member contact detail forms
 - Registration Sheets
 - Plastic tub for float/money
 - New member info
 - Map legends and control description information
 - Series flyers
 - Pens
 - Cable ties

All the club kit is stored at the Hickling house (but this may change summer 2018). If you find you need extra kit, contact them in the first instance

EMIT kit

David Esson can provide advice on using Emit if needed, however in general please keep the summer series as simple as possible. Speed of preparing the results and reliability are more important than innovation. The Summer Emit kit uses a specific set of control numbers. Cable ties can be used to attach the blocks/kites to a branch or wire in area where you may be concerned about theft. If any EMIT kit gets damaged or lost contact David Esson immediately. The EMIT blocks are expensive to replace – please ensure that you collect them all in and do an inventory check when they are handed over to you.

The summer Emit kit consists of:

- ❑ approx. 30 numbered Emit controls (see website for latest control numbers)
- ❑ one START and one FINISH control
- ❑ About 120 EMIT brikkes, please isolate any problem brikkes.
- ❑ MTR4 brikke reader and splits printer in a case (NB Printer needs charging up overnight – check there is sufficient print-out paper).

This kit will generally be dedicated to the Summer Series but there may be weekend events that need some or all of the kit in between the Wednesday events. If this affects your event you will need to liaise with the planner or organiser for these events. The Gramp brikkes may also be lent to Maroc for their weekend events during the summer series period.

Event Notices

Prepare a notice with the courses on offer, a sample notice is available on the website. The notice must include details of courses on offer, a course CLOSING TIME, entry fees, any issues about the area ie Out of Bounds, safety, warnings about members of the public, golf course etc.

Also needed are some general event notices about 'people must report to download', 'entering at own risk', public liability etc. These should already be in the notice board/sample notice.

Child Protection

In the main, this is self-explanatory. Juniors (u-18s) do not usually turn up unattended, so organisers are not considered to have one-to-one access to children, however coaches are 'Disclosed'. As organiser, if you notice any inappropriate behaviour (e.g. bullying, inappropriate contact etc.) from adults or children, you should discuss this with the Gramp Child Protection Officer or the BOF Lead Child Welfare Officer, and subsequently the authorities. One aspect that is relevant is transport. The parents of juniors should make their own transport arrangements (e.g. with other parents) – as a club, or an individual, you should not offer to do this for them or offer a lift or offer to look after children until transport arrives (although in unexpected circumstances, if the parent is late you should avoid being alone with any one junior).

Another aspect is what to do if a young person informs you of inappropriate behaviour towards them. Be calm, treat it seriously, don't make any promises and report the conversation using the BOF incident report form.

Further guidance is available on the BOF website:

https://www.britishorienteering.org.uk/images/uploaded/downloads/governance_childwelfare_clubflyer.pdf short version

<https://www.britishorienteering.org.uk/images/uploaded/downloads/O-Safe%202015.pdf> long version.

Or the SOA website: <http://www.scottish-orienteering.org/soa/page/child-protection-and-the-pvg-scheme>

If you have any questions or concerns, please contact the Child Protection Officer.

On the Day

Starts

Starts are advertised from 6 to 7pm, but early arrivals will appear from 5.30pm. If you're ready, let them go early. Course closing time (usually 8pm) should be displayed prominently (and on the map) to allow you time to get the controls in before it gets dark. Discourage inexperienced late arrivals from tackling a long course (the quoted distances sound short to runners!).

Registration

Use the registration sheets (downloadable from website) ensuring that all columns are completed. The names of ALL those taking part must be recorded for insurance purposes and non-members must also provide some contact details (a separate form is available for this). For newcomers, try to find out how they heard about the event or point them towards the Coach (so we can assess how successful our publicity is). Give all non-members a club leaflet and membership form and encourage them to join. Some organisers may wish to use a laptop to register competitors (not recommended). This can help with the results preparation (see below). The Club has a laptop set up to connect with the EMIT system further reducing the admin but this requires some training and if you want to take up this option, please contact the IT coordinator well before the event to get trained. Record starters and finishers on paper even if computer is used – much less easy to accidentally delete or run out of battery power.

Have a box/bag ready for people leaving their keys with you.

Download

Use the download block and printer to get the finish time of each competitor and record it on the registration sheet, giving the competitor a print off of their splits. This is the main way of checking that everyone has returned. Make sure you get the EMIT brikke back (another way of checking runners have returned is to check through brikkes – best keep used ones separate till the end of the event for this reason). Make sure you have some people stay behind until you are sure all runners are back safely.

Kit Collection and Handover

It is the next organiser's responsibility to make arrangements with you to collect the kit, preferably on the evening of the event. Please offer to collect controls at the event before your own. If no arrangement is made please return the kit to the equipment store.

After the Event

Results

Whilst the Summer Series is aimed partly at attracting and developing newcomers to the sport, we also maintain a simple on-line results service. As soon as possible after the event, please copy the results onto an excel spreadsheet and email to

- Coordinator for the Attendance Award Scheme
- Summer Series Coordinator (for League results)
- Webmaster (PDF appreciated here)
- Fixtures registration Officer

Money

Pass the money and the number of seniors/juniors/students (a copy of the registration sheet/results sheet will do) to the treasurer. Internet banking available, contact treasurer for details.

Other Admin Tasks

- The non-BOF member form can be retained with the kit or passed to the Membership Secretary.
- If appropriate, send an annotated map with any map corrections to the Mapping Coordinator.
- Provide any feedback to the Summer Series Coordinator

All done. Many, many thanks!