

## Introduction

This guide covers the various aspects of organising an orienteering event for SYO. Documents mentioned in the guide are available for download from the members section of the website. Anyone involved in running an orienteering event should read the BOF Rules & Guidelines. (<http://www.britishorienteering.org.uk>).

Please be aware, SYO has a privacy policy. It is a good idea to read this to ensure you don't contravene GDPR.

## The Role of the Organiser

The Organiser is responsible for all aspects of the event before the start line & after the finish line and must be prepared to take responsibility for safety issues. He or she should recruit team leaders and helpers to run the various sections of the event.

From the outset the Organiser will have to co-operate with the Planner and the Controller. The planner is responsible for all aspects of the event after the start line and before the finish line. The Controller is responsible for confirming that the event is fair and run in accordance with BOF rules.

In addition to the planner & controller, another major role is the SI (Sport Ident) manager. The SI manager co-ordinates the input of data during the event and looks after the downloading of dibbers and production of results. There is also a requirement to program the SI controls before the event and load course data into the SYO computers. This may be done by the event SI manager or by the SI coordinator, who looks after the SI equipment. Peter Tryner has that role in SYO. He can be contacted on [peter.tryner@rubicon-consulting.net](mailto:peter.tryner@rubicon-consulting.net). Normally these activities will be coordinated between planner and SI manager.

## Timetable

The following table gives some idea of the time-scale for organising an event.

<b>MONTH</b>	<b>ACTION</b>
<b>-3 months</b>	<p>The SYO Permissions Officer (<a href="mailto:syorientees@gmail.com">syorientees@gmail.com</a>) will have obtained permission to use land. You may also have to contact the land owner. Be aware of any conditions attached to this permission.</p> <p>The Fixtures Secretary (Peter Gorvett, <a href="mailto:petergorvett@hotmail.co.uk">petergorvett@hotmail.co.uk</a>) will have recorded the event on the BOF database - this provides event insurance</p> <p>Check with Permissions Officer about who is organising parking and liaise with the planner. Download entry fee document and budget spreadsheet. Check whether there is any exceptional expenditure (brand new map, land access fee or high parking area fees) and if so liaise with the treasurer (Mark Dakin <a href="mailto:markdakin60@gmail.com">markdakin60@gmail.com</a>) as to the correct entry fees to be charged.</p> <p>Liaise with Planner over start and finish location and suitable area for the string course / matrix / maze.</p> <p>Ensure that Fixtures Secretary has recorded correct grid reference in the BOF event database so that the event appears correctly on the British Orienteering map of events.</p> <p>Check whether dogs are acceptable and ensure correct information is on British Orienteering website.</p>

<b>MONTH</b>	<b>ACTION</b>
	<p>Decide with Planner the event start time (usually 10.30am) and course closure time (usually 2.30pm).</p> <p>Prepare event flyer and send to Pauline Tryner (<a href="mailto:pauline@southyorkshireorienteers.org.uk">pauline@southyorkshireorienteers.org.uk</a>, 07901 912113), who will deal with publicity for the event.</p> <p>If public roads are used for parking or course crossings, liaise with permissions secretary as to who will inform local police.</p> <p>Order toilets if none at venue (<a href="mailto:info@thegreentoiletcompany.co.uk">info@thegreentoiletcompany.co.uk</a> )</p> <p>Confirm with Planner that he will arrange for the maps to be printed and provide spare blank maps for start lanes. Agree number of maps to be printed with the planner – look at previous events and Pauline may also be able to advise.</p> <p>Determine where registration, toilets, traders, etc. are to be located on the day</p>
<b>-1</b>	<p>Recruit Team leaders and helpers</p> <p>Agree with Controller on process for handling any "missing competitors"</p> <p>Agree with Planner who will tape off any dangerous features in the competition area / assembly &amp; parking areas</p> <p>Prepare map identifying position of any road signs for Car Park team (unless planning to put them up yourself)</p> <p>Agree arrangements for displaying results with SI Manager</p> <p>Prepare final details and send to Pauline so they can be uploaded to the website.</p> <p>Complete Risk Assessment form to assess risks and take action</p> <p>Inform any local residents who may be affected</p> <p>Check mobile reception</p>
<b>1 week before</b>	<p>Discuss event with team leaders detailing special requirements and agree time of arrival of team leaders and their helpers.</p> <p>Check that everything is ready with other officials</p> <p>Get planner and controller's mobile phone numbers in case of emergency</p> <p>Determine whether other officials will have mobile phones available and make list of numbers.</p> <p>Know location of nearest hospital</p> <p>Contact Pauline Tryner to arrange to collect equipment from the SYO Garage &amp; Tryner house</p> <p>Print off registration forms. (Please ensure current forms are used to ensure we collect all information required for insurance purposes)</p> <p>Prepare course information board</p> <p>Charge the SYO Emergency phone and make a call to check it is in credit &amp; working.</p> <p>Get actual map numbers from the planner so you know how many are available for EOD.</p>
<b>Day of the event</b>	<p>Use large yellow hoist up tent for registration and SI / download. Need at least one other person to help erect it. Use weights if erecting on hard standing. (Marquee only needed for largest events).</p> <p>Consider whether to give registration sheets to Car Park team for distribution to cars on arrival or whether people can just collect from registration.</p> <p>Co-ordinate activities of helper teams</p> <p>Distribute hi-vis (here to help) tabbards to Controller, Planner and Organiser and other volunteers.</p> <p>Check all areas for which you are responsible &amp; welfare of your volunteers</p>

<b>MONTH</b>	<b>ACTION</b>
	Get copies of all course maps from the planner for use in emergency e.g. search Switch on the SYO Emergency phone & carry it at all times. Complete accident report form(s) if there has been an injury or any other possibility of an insurance claim
<b>Later:</b>	Collect cash, RA and entry slips from registration Check with Finish team that all competitors are accounted for. Inform First Aiders accordingly. Collect Accident Forms from First Aiders Check controls have been collected (Planner should arrange this) and that Planner and control collectors have all safely returned Clear site, remove litter – do not return rubbish to the SYO garage. Return equipment to the garage / Tryner house.
<b>After the event</b>	Forward any bills / expenses to the Treasurer for settlement Send emails of thanks to helpers / landowners. Check that SI manager has displayed results on the web & send comments for inclusion on the website. Present statement of accounts to Club Treasurer – currently Mark Dakin ( The Treasurer will settle land fees, BOF levy, toilets) The risk assessment and any accident forms for the event should be placed in the Risk Assessment box at the Tryners' house. Entry slips should be placed in the large plastic boxes in the garage as these need to be kept for 5 years. Email a list of non-running helpers to Peter Gorvett.

## Publicity

The Club Fixtures Secretary registers the Event with BOF through the YHOA Fixtures Secretary. This ensures that the event is insured and will be publicised by appearing in the BOF National Fixtures List, in the Compass Sport magazine and in the Fixtures List on the YHOA website. Pauline Tryner will publicise the event via the newsletter, email and on Facebook. The organiser should produce a flyer for the SYO website. It should give the following details: -

- Type of event: Local, Regional, National or Major.
- Date
- Location, with 6 figure grid reference and nearest postcode.
- Travel directions, parking arrangements and parking fee if applicable
- Distances to start, assembly, finish et
- Map scale
- Type of terrain
- Courses available (with string course if possible)
- Registration and start times, if a queuing start is being used & course closure time.
- Entry fees
- Facilities - toilets, First Aid, SI hire etc.
- Whether dogs are permitted at the event e.g. dogs on leads only
- Officials -
  - Controller (and his club if not SYO)
  - Planner
  - Organisers name, phone number and e-mail address

- Safety statement:

"All competitors take part at their own risk and are responsible for their own safety. Lone competitors must notify registration as an additional safety check." (e.g. leave car keys)

"No whistle, no go" if appropriate.

## Maps

New maps are laser printed for each event. The Organiser should confirm that the Planner is arranging for maps to be printed. There are two main options for this:

1. Printing on the club printer only used for level D (local) events. Liaise with Ian Cooper ([ianandmonika@gmail.com](mailto:ianandmonika@gmail.com)) or Pauline Tryner to arrange printing.
2. Professional printing. If this is required the current (Feb 2018) provider is Hassall and Lucking (0115 973 5271 ([hassall@lucking.co.uk](mailto:hassall@lucking.co.uk))) to print on waterproof paper.

## Safety and Risk Assessment

A risk assessment form needs to be completed in collaboration with the planner and relevant team leaders. It should be displayed on the day of the event. It includes consideration of the following safety issues:

### First Aid

The Organiser must arrange for effective First Aid to be available. The club has a number of First Aiders who can provide appropriate cover. At regional and local events we aim to use SYO trained first aiders. At national events the organiser should consider the nature of the terrain and the expected weather conditions to decide whether SYO first aiders or an external company should be used.

If the First Aiders are not experienced orienteers the Organiser should ensure that an experienced orienteer is available, to assist the First Aiders in finding the location of an injured competitor. The Organiser and the First Aiders should know the following: -

- nearest available casualty hospital (see appendix 8 if Sheffield is nearest town)
- nearest working telephone if mobile reception inadequate
- how to gain vehicular access to remote parts of the land, with a key to open any locked gates.

If the finish is remote, the first aid rucksack should be located at the finish. The plastic box of first aid equipment should be located at assembly in case a participant bypasses the first aid post at the finish.

### Medical Conditions

Participants should be asked to declare medical conditions and their forms should be stored securely and confidentially in case of illness / accident whilst at the event.

### Dangerous Features

These should be taped off with yellow and black tape: this is the responsibility of the Planner in the competition area and the Organiser elsewhere. Where roads are crossed the Car Park team should put out warning signs for motorists and provide traffic marshals if required.

## Clothing

The Rules provide for full body cover, but exceptions can be made. If shorts are allowed a notice should be put up. On the other hand, extreme weather conditions and/or exposed terrain may require gaiters to be worn or carried, and advance notice of this possibility should be given. In any case checks for correct clothing and whistles should be made before the start. If the start is some distance away a clothing dump should be provided and possibly clothing transferred to the finish or assembly area, depending on the geography and size of the event.

## Whistles

SYO operate a policy of "No whistle, no go" only on areas with a high risk, which means those with high moorland or dangerous rock. If in doubt the organiser should agree this with the controller. The policy should be clearly indicated to competitors in the final details. If it is "No whistle, no go", it should be indicated in the assembly area and at the point where competitors set out for the start. A member of the Start team should check that each competitor is carrying a whistle before starting. Check that whistles will be available for purchase from registration (who should carry a stock of 10 @50p each) if traders are not present.

## Missing Competitors

At events using electronic punching, the Finish team can produce a list of competitors who have not reported to the finish. This system depends on everyone who starts reporting to the finish. It should be made clear to competitors on the map that they must report to the finish even if they retire – this is the planners responsibility. "Have you downloaded?" signs should be positioned at strategic locations. An additional safety check is for people on their own to be invited to leave car keys etc, clearly labelled, at registration to ensure they report back. If it seems likely that someone is left in the forest, enquiries must be made to get as much information about the person as possible with a view to mounting a search. Be prepared for this (with adequate warm and waterproof clothing, torches and food especially in winter) and ensure sufficient help is available.

Make sure you have the search procedure on hand. If it is a child that is missing then the search procedure should be initiated immediately. If after 30 minutes the child has not been found, the police should be notified.

## Links with the Planner

The Planner and/or Organiser need to keep in touch with the Landowner(s) to check on changes which might affect the event, e.g. felling, new tracks, new planting, clash with other activities or other restrictions on use of (parts of) the area. If the event is on privately owned land the planner/organiser should discuss pre-event access with the land owner and pass the information as appropriate to team leaders.

It is the responsibility of the Organiser to liaise with the Planner regarding access to the land for ambulances e.g. provision of keys for gates, suitable roads for vehicles to use, and to tell the First Aid team these details.

The Planner provides details of the courses and terrain for the advance publicity. He also will provide the pre-printed maps, plus control description sheets and a list of map numbers for each course on the day of the event.

If the courses cross roads the Planner or Controller may ask for road-crossing marshals. Under 16s are not allowed to cross roads with significant traffic unless it is marshalled or they are accompanied by an adult.

## Volunteers

Pauline will put requests for volunteers for the event in the newsletter and via email, although the organiser is welcome to arrange their own helpers. The organiser must care for the welfare of volunteers. Ensure they know if they will be working in an exposed location so that they are adequately dressed and are confident doing the job they have been asked to do. Consider rotating roles so that people are not working in exposed locations for a long period. Have floating helpers that can take over if somebody on 2<sup>nd</sup> shift is not back from their run. Ensure everybody who wants a run gets one. During the event check that your volunteers are coping with the role they have been given and that they are not cold, hungry, thirsty or need the loo.

The organiser may want to produce an info sheet for each team leader with a map extract showing their job location, list of equipment needed & who provides it, list of helpers and times on that task. An example is available for download.

## Car Park Team

The car park team not only manage the car park on the day but put out traffic O signs and any traffic warnings e.g. "runners crossing". Put out 2 signs for each junction – 1 in advance & one at the junction. On the day, people start arriving surprisingly early. Have the direction and other signs out in good time! The organiser should tell them:

- the name of the landowners and of any conditions imposed by them, or the police, on the use of the area for parking.
- where the toilets, start and finish etc. are located.

## Arranging the location

Arranging the location of parking is one of the most critical jobs in organising an event and must be done by the Organiser at an early stage in discussion with the Planner. Parking may well already have been agreed by the Permissions Officer, Lucy Wiegand so it is very important to liaise with her. Forest roads can be used, in which case agreement of the Forester will be required. It may be possible to hire a field for either a fixed fee, or a levy of say, £1 per car. A field enables facilities to be grouped together, and is more sociable, but may present problems in bad weather.

It may be necessary to park at the roadside or on the verges, in which case it will be necessary to obtain the approval of the police. At all times consider telling the "locals" either directly or through the parish council, particularly if the car park is in a village or near to houses.

## The car park

The car park must be assessed to see: -

- If it is big enough for the expected entry
- Whether there is an overflow area for use if more cars than expected turn up
- What will the car park be like in wet weather? Is there an alternative to fall back on if the original is unusable? Materials should be on hand to deal with mud at the exit. Will it be better to separate cars from mini-buses?
- If it can be approached safely from only one direction. Travel directions and sign posting will have to be arranged to ensure correct arrival and departure.
- Are there any width / height restrictions on entrances / exits?
- If there is only one entrance and exit it will need to be controlled by a marshal. Is police help needed if this entrance is from a main road?

- Whether competitors will have to use the same gates as the cars: Try not to mix people and cars. A
- What services will be sited in the car park. Decide where registration, first aid, shops will be located.

## On the day

Organiser gives fluorescent bibs and paddles to Team Leader. If parking is complicated, plan well beforehand. Separate entrance and exit if possible. Decide where registration/traders/shops are to be. *Preferably arrange if possible for parking downhill with exit at bottom where parking is on a slope in case of wet conditions.* Tape route to assembly if not in the field. Be ready one and half hours before first start.

## Toilets

Ensure there is a flat, level space with easy access for delivery of the toilets. Arrange delivery and collection times with the Green Toilet Company. Negotiate to pay cash at the end of the event and use the takings from the event to make the payment. Bring extra loo roll as it always runs out!

## Registration and download (including tent erection)

SYO has a hoist up yellow tent which is sufficient to house registration and SI / download for all but major events.

The SI & Registration teams need at least 2 large tables and chairs. A small table for competitors to use to fill in entry forms is also required. Take the small pop green tents to provide shelter for the entry form table in case of bad weather.

## Registration

The Registration team is responsible for the collection of entry fees and enquiries.

Registration should be open for business half an hour before the first start time, earlier if there is a long walk to the start.

The Registration team will need to know the entry fees for seniors and the approximate direction, distance and time to the start.

If groups, pairs or parent shadowers are going out on a course, all names should be recorded on the entry slip for insurance purposes.

Equipment required for registration / enquiries: key store, SI cards, float, sign with list of courses, entry fee notice, medical conditions forms, photography policy, supply of accident forms, map to hospitals, club publicity flyers, log of map numbers for EOD. The Risk Assessment & photography policy should be displayed.

## Entry procedure

All competitors complete the entry form and hand it to the registration team. The registration keep a log of EOD map numbers used and take payment.

For those without their own SI card, the SI Registration team will write the card number on it, checking that name and address are completed to help track down missing cards.

Competitors on yellow or white should be given their maps at registration. Control descriptions can also be given out at registration.

## Enquiries

Organiser should appoint someone who knows everything about the event, has material for beginners, club information, future events, first aid information, e.g. where first aid kit is, where nearest phone/hospital is. They should also know what the procedure is for official and unofficial complaints. This person can keep keys as a safety check for competitors travelling alone. The Enquiries function can be provided by the registration team at all but the largest events.

## Start

### Responsibilities

**The organiser** gives Team Leader ...

2 clocks, tape, pegs, signs, plan of maps, map boxes labelled with course names/numbers.

**The Planner** usually delivers maps and positions the start flag correctly.

**The Team Leader** marks route from car park/assembly to start. Ideally this route should not pass through the competition area, but if it does "OUT OF BOUNDS" signs should be displayed.

Yellow and white course competitors will receive their maps at registration but consider having a couple spare at the start in case people forget the maps.

The Start should be ready half hour before first start. Helpers can then be started early, as soon as the planner or controller has informed that the competition can start.

Whistles should be checked at the start if a "No whistle, no go" policy is in operation.

### Start layout:

A diagram of the layout of the map boxes should be displayed at the start line

Clear boxes on stakes should be positioned before the start grid.

The start grid usually consists of two or three large boxes marked out with tape one behind the other. At larger events individual boxes (about 2m x 0.75m) for each course are marked out one behind the other.

### Start process:

All competitors' SI cards should be checked using a single "check" station to ensure that they have been cleared as they step into the first box.

Usually one competitor waiting for each course will be able to start every minute.

It is usual for the Start team to advise competitors to 'step over the line' at -10 seconds.

The starter should give any safety briefings or draw competitors' attention to safety notices in the start lane.

The starter should remind competitors to "dib" their SI card at the start box.

The starter should indicate the location of the start kite.

## Finish, Download and Results

### Finish

Since the advent of electronic timing it is not absolutely necessary to have anyone at the finish.

However, if the finish is remote from download/assembly, the finish should be manned in case of emergencies. It will often need to be covered for a long period, so in bad weather three or more shifts may be required.



## Results

Depending on the size of the event the SI equipment may comprise of several networked computers with thermal printer for producing individual competitors' splits and a laser printer for producing overall results. The SI manager will confirm how many helpers he / she will require.

The results will be printed from the system at regular intervals and displayed on appropriate boards or displayed on the electronic screen. Provisional results can be loaded on the web page within a few hours of the event finishing. Ideally comments are provided by the event officials (Controller, Planner and Organiser). The Colour Standard has to be shown for each course.

## Participation statistics and levy

The fixtures secretary enters participation data on-line and calculates the levy due using the results.

## Colour Standards

A White award can be made to anyone who completes 3 White courses. The Colour-coded standard for courses other than White is either the time that is achieved by 50% of those who started the course (including the retirals and disqualifications) or 150% of the average of the first three winning times - whichever gives the larger number of qualifiers. The Controller may extend the qualifying time at his discretion, but may not reduce it.

## String Course

A string course should be provided if possible. Ideally it should be close to the Car Park and in easily walkable terrain. The area should be chosen in consultation with the Planner. No charge is made and second runs are encouraged.

Course length: 600 to 1000 metres. (SYO's string reel is somewhat over 1000m)

Controls: 8-10 in number

A single sheet of paper with map on it should also show control descriptions. Use the SI training kit.

Prizes: It is usual to provide all finishers with a small reward.

A matrix or naughty numbers type activity may be provided as an alternative.

## First Aid

### Event Procedure

1. First Aiders should ensure they have the necessary equipment and that their qualifications are up to date.

2. The First Aid team will check with the Organiser the following:

- Siting of First Aid point.
- Times of First Aid cover.
- Location of nearest hospital.
- Vehicle access points to the event area, including grid references and key holders.
- Motorable roads in the event area.
- Communications including use of mobile phones and numbers, location of public phones. First Aiders should bring mobile phones if possible, assuming there is adequate reception.
- Use of First Aiders in search procedures, and provision of concurrent First Aid cover at the finish if remote.
- Provision of maps with the different courses on for First Aid team and ambulance.

- Location of emergency First Aid rucksacks.
- Existence of any medical conditions forms for any event participants in case of emergency. Medical conditions forms should be sealed in an envelope and must not be opened unless in an emergency. They can be collected by the participant post event or stored in the medical conditions file for future events if the participants are frequent participants.

The First Aid team will complete an accident form for any administered first aid. It is not necessary to complete a form if you just provide a plaster or wipe and the competitor administers their own first aid. A copy of the form for any accidents that could result in an insurance claim must be sent to British Orienteering within 1 week of the event. The original must be stored in the plastic Risk Assessment box at the Tryners.

## Participation in Casualty Recovery or Search

All First Aiders should attend the event ready to take part in casualty recovery or search. They should have adequate warm and waterproof clothing, torch and food. The SYO search procedure (see website) should be available.

If an outside company is providing cover, an experienced orienteer should be available to assist them in finding the location of an injured competitor.

## Equipment

SYO equipment is stored in the Tryners' garage. John Franklin ([john.franklin201@virginmedia.com](mailto:john.franklin201@virginmedia.com)) is the equipment officer if you want to check what is available / report any repairs.

The garage is on Sandbeck Place, behind the Tryners' house on Psalter Lane.



**The garage is now black.** It is secured by a padlock lock. Please contact Pauline for the code.

The equipment requirements are detailed into the various sections above. It is usually easiest for the planner to collect the equipment he/she needs (stakes, kites etc) and for the organiser to collect the rest.

All valuable items of equipment are stored in the Tryners' house – all SI equipment, start clocks & charger and the organiser's box (including forms, entry slips, publicity leaflets, emergency phone & cash tin). When you collect the clocks it is worth checking that they have been programmed correctly.

## Control Hanging & Collection

The planner is responsible for this but the organiser needs to find control hangers and collectors. Liaise with the planner as to how many are required. The planner must provide maps for control hanging and collecting.