

## **Guidelines for Organising District Events (Using Sportident)**

The responsibilities of the Organiser are defined under the BOF rules as follows:

“The organiser shall take responsibility for the competition. The organiser shall ensure that such further officials as are necessary are appointed.” We don't quite do it like that in Ebor, as the committee take the responsibility for finding a planner and a controller.

The following points describe the main areas that need organising. Each event will be slightly different due to the nature of the area and access problems. If in doubt please don't hesitate to ask for help and advice.

Keep a record of all expenses and complete the claim form after the event.

### **B.O.F. GUIDANCE.**

Please read and digest the contents of the following B.O.F. Publications which provide essential information. They can be found on SITE MAP on the BOF website. [www.britishorienteering.org.uk](http://www.britishorienteering.org.uk)

BOF EVENT GUIDELINES also BOF RULES AND APPENDICES

### **BEFORE THE EVENT**

#### **1. PUBLICITY**

You should liaise with the Fliers officer (currently Dennis Hooton) over production of the flyer for the event. It will be produced to our standard format and then passed over to you for copying. You should then arrange for it to be distributed at local events. Flyers should be distributed at least 2 months before the event. They need to be made available at all YHOA events and also CLOK events. A copy will also need to go to the Webmaster (currently John Batchelor) for issuing on the club's web site. Agree with the fliers officer which of you will do this. The Publicity officer (currently Barrie Speake) should also hold a batch for distribution from the Information Point at events.

The event will be registered with BOF and you should receive details of that through the post.

#### **2. PERMISSIONS**

Permission to use the competition area will have been sorted out by the Permissions Officer (currently Keith MacDermott). He will be able to give information on any restrictions regarding visits prior to the event. He may also be able to give you information on parking. Talk to the planner about the location of the start and finish and decide on a car park and registration area. If you get permission to use a farmer's field then the agreement should be in writing. Simply write out the details and send a copy to the farmer for signing. A week before the event, recheck that all is well. Write/ring the local police about two weeks before the event to let them know what is happening. If there is likely to be any problems contact them earlier and perhaps meet them.

#### **3. TOILETS**

For all colour coded events you need to hire one portable loo. Your first call should be to Loos 2 ewe (currently the cheapest). If they are not available try KC Conveniences or Elliot (details below). You can expect the cost to be in the range £50 - £120 + VAT (depends on distance). If the cost exceeds this, try to obtain a second quote. Please check with the Club Treasurer (currently

Bill Griffiths) if it exceeds £100. It should be booked well in advance. You should send a map to show the exact location and agree delivery arrangements so that access is assured and so they know the exact position to locate it. The invoice should be sent to the Club Treasurer. It may be possible to set up a urinal (available from the equipment store) if there is a suitable area. If you are expecting a lot of people think about erecting a couple of toilet tents as well. The buckets can be emptied into the portable loo afterwards.

Loos 2 ewe  
Grange Farm,  
Lebberston  
Scarborough YO11 3PE  
Tel 01723 582346

KC Conveniences  
Rose Cottage, Islebeck, Sowerby, Thirsk, N Yorks, NY YO7 3AG  
[info@kc-conveniences.com](mailto:info@kc-conveniences.com)  
tel 01845 574569  
mobile 07802 279340

Elliot Loo Hire Ltd Tel: 0114 2446888 Century St. Sheffield, S9 5DX

#### **4. LOCAL CONSIDERATION**

Do let local people (e.g. nearby residents and the parish council) know about the event and the fact that there will be lots of cars and people around. Usually they just want a bit of reassurance and some are just interested in what's going on. This is essential if we are to be welcomed back.

#### **5. RISK ASSESSMENT**

Use the BOF risk assessment form which the officials officer (currently Jim Harrison) has sent to you to help carry out a risk assessment for the event. The form has a section entitled "Assessment Reviewed by". The Controller should countersign this. Once completed, a copy of the form should be sent to the Club Secretary (currently Lionel Carter). He /she will file it so that it can use be reused/reviewed the next time an event is held on that area.

#### **6. HELPERS**

About a month before begin finding helpers. This will include the SI Team Leader. It would be nice if you could find a mixture of experienced helpers and some new faces. Initially people are usually asked at events or on the phone. A good idea is to put a sheet up asking for volunteers at an earlier event. About one week before the event helpers should receive a letter from you stating their job, the time they will be needed, the team leader and any other relevant details. The table is a guide to organising helpers. The times are based on a normal Sunday event with Registration times from 10.00 to 12.00 and Start times from 10.30 to 12.30.

<b><u>Job Title</u></b>	<b><u>Time</u></b>	<b><u>Duty</u></b>	<b><u>No. of Helpers</u></b>
Registration	Team 1 (9.30 - 12.00)	Help with set up and register competitors	3 or 4
	Team 2 (12.00 - onwards)	Clear up	1
Enquiries	Team 1 (9.45 – 11.45)	Give out info, look after car keys etc	1
	Team 2 (11.45 – 13.30)	Give out info, look after car keys etc	1
Car Parking	9.30 – 11.45	Park cars, give out entry forms, take parking fee	2 – 4
Start	Team 1 (10.00 – 12.30)	Set up and run start	3
	Team 2 (12.30 – onwards)	Start any late helpers and clear away	1
Finish	Team 1 (10.00 – 11.45)	Help set up and check finishers	1
	Team 2 (11.45 – 14.15)	Check finishers and help clear away	1
First Aid	9.00-14.30	Organiser should have First Aiders identified	2 or 3
Sportident	9.00 – 14.30	Organise Sportident. Usually cover for themselves if they want to run	2 or 3

It is essential for insurance purposes that a full list of helpers is produced particularly noting names and contact details of any non members and passed to the treasurer.

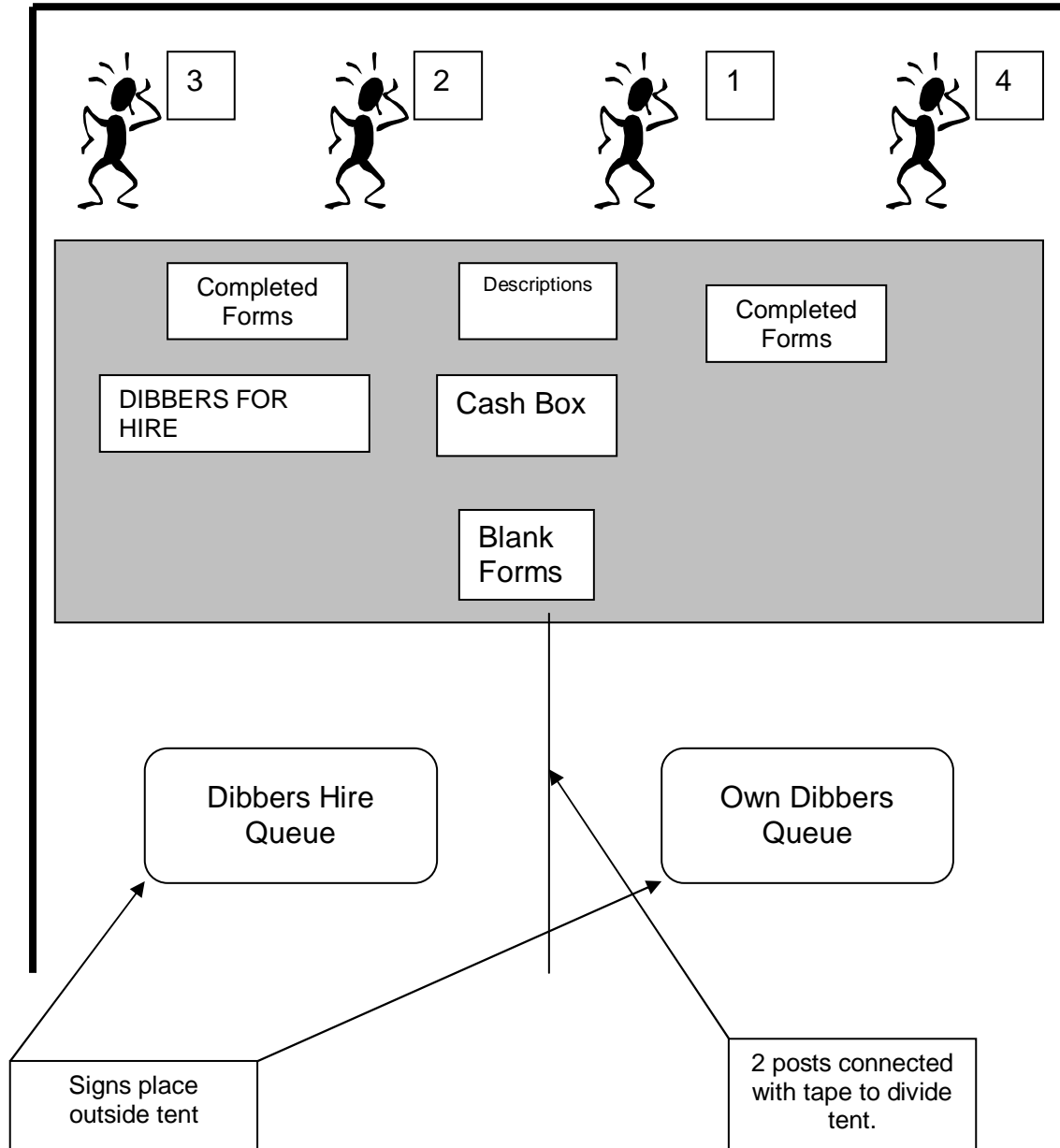
## **7. JOBS TO FILL**

### **I. REGISTRATION**

This should be done in a tent. It is easier and needs less manpower. A diagram explaining the layout and jobs is shown below. Entry forms should have been handed out by the car park officials. Senior competitors need to confirm their BOF membership in order to obtain the £2 membership discount.

Seniors claiming student rates should confirm their student status preferably by presentation of a valid student card Club members who hand in a Helpers Discount Voucher should be charged £2 for the event. (Juniors £1). Any discount vouchers handed in at the event should be retained in the Cash Box. You may also be presented with red free run vouchers. These should be returned to the Officials Officer after the event. See appendix B for current entry fees.

**REGISTRATION** (sign above entrance to tent)



- 1 Collects fee from people with 'own dibbers', checks form for details, issues control descriptions.
- 2 Collects fee from people hiring dibbers, issues control descriptions, checks form for details, passes into no.3
- 3 Issues hired dibber and records no. on form,
- 4 . (No. 4 only needed when registration is busy)

Note that it is essential that full names and contact information is entered on entry forms for non BOF members and that the BOF membership number is recorded for members. This is required for event insurance purposes. It is still possible to use cars for registration but you will need more manpower.

II. ENQUIRIES

A separate tent next to registration needs to be manned. Club information can be handed out, car keys left, clothing left etc.

III. CAR PARKING

The number of helpers here will depend on where you are parking e.g. public road, forest road or field. Usually 2 or 3 people will be sufficient. They need to know the layout of the area so they can direct helpers, traders etc to specific places. If possible provide a sketch map.

IV. START

At least three people are needed here, more at busy times. If we are using a punching start with no specific start times then you need one person at the -2 line to get competitors lined up and to 'check' their dibber. A second person at -1 to announce any instructions and to 'start' them and a third person watching the master maps and letting the others know when they are free.

V. FINISH

One person can run the finish. They may need to remind some inexperienced orienteers that they must punch the finish and ensure that competitors know which way to go back to assembly to download. They should also know how to respond in the case of reports of major injuries or incidents

VI. SPORT IDENT

Two or three people needed here. For district events we will draw upon a small team of people – see Appendix A. The organiser will be advised who will be the SI team leader for the particular event in question.

**8. EQUIPMENT**

All club equipment is stored in a building in Wheldrake Woods. The trailer is also located there if you need it. Some organisers who haven't got a tow bar simply use their car. Other club members who have a tow bar may be willing to help. The Equipment Officer is in charge of equipment, holds the key to the store, and should always be contacted to make arrangements to collect what you need.

The following table lists the equipment that is needed in general and for specific jobs. Use it as a check list to help you decide what you need for your specific event. Think about quantities.

<b>Job</b>	<b>Equipment Needed</b>
General	<p>“Come Orienteering ---“ banner            Direction signs            ‘Caution Runners’ signs            Spare clean sign boards            String or boards for hanging results            Fat black pens for marking            Signs for start, registration, enquiries, toilets, string course.            Stakes for signs            Sledge hammer, lump hammer            Nails,            String            Red/white tape            Black/yellow tape            Results envelopes and box            Urinal sheet            Spade            Black sacks            First aid bum bags, rucksack and box</p>
Registration	<p>Tent            Tables and chairs            Cash box and float of £50 from the Treasurer            Stationery (note pad, red pens, bulldog clips, scissors, selotape, elastic bands, entry forms)</p>
Enquiries	<p>Tent            Table and chairs            Note pad and pens            Contact the Publicity Officer for the leaflets etc.</p>
Car Parking	<p>Marshall bibs            Car park hands            Bucket for collecting parking fee            Entry forms</p>
Start	<p>Banner            Tape and pegs for start grid            Tent instead of grid could be used            Master map tents in case of bad weather            Clock with beep (although competitors will not have start time, the beep keeps an even gap and runners like to know roughly what time they start            Note pad and red pens</p>
Finish	<p>Banner            First aid kit            Note pad and pens            Orange juice, water and table            Black sacks</p>
Sportident	<p>Tent, table and chairs            Download sign</p>
First Aid	<p>Take the rucksacks to the start and finish</p>

### **Kites and Control Stakes**

It is the responsibility of the Planner to collect and put out the stakes/kites and S.I. boxes. Check with the Planner that s/he is going to collect them.

### **Walkie-Talkie Radios**

The club owns 4 walkie-talkie radios, which are currently kept by Neville Myers. They are very useful for communication between the planner and the controller prior to the event and, on the day, between planner, controller, organiser, start official, finish official etc. It is the organiser's responsibility to acquire the radios and then to allocate them as he/she feels is most appropriate.

### **Helpers' Vouchers**

You should give each person, who is a bona fide helper, a green helpers voucher. This excludes the planner, the controller and yourself. (The Officials Officer will sort these out). These circulate in the cash box but if there are insufficient, contact the Officials Officer prior to the event to ensure you have enough vouchers.

## **9. ON THE DAY**

Specific jobs to do are:

- I. Hang direction signs. This takes much longer than you think. Try and get someone to do it for you as you need to be around the assembly area. Some could be put out the day before but they need checking on the morning. Before the event workout how many signs will be needed and whether you need string, stakes etc. Try and put a sign at everywhere there is choice of route. Give 200/100m warning signs of turning off a public road or into fields.
- II. Try to put up the "Come Orienteering ----" banner in a place where it will tell the general public what is happening.
- III. Toilets. You need to contact the loohire contractor before the day so that the portaloo is put in the correct place. Dig trench and put up screening for urinal. Check there is plenty of toilet paper in the loo.
- IV. Car parking. Tape off any parking lanes or dangerous objects. Give registration forms to team leader.
- V. With help of the first registration team put up tents for registration and enquiries. Check the team know the registration process and give the team leader the cash box (the box should contain a £50 float of suitable change. Make sure it is there and if it is not top it up and keep a record for the accounts). Display course details and position results envelopes and box.
- VI. Unload the necessary equipment at the start and finish. Those helpers in Team 1 should set up these areas.
- VII. Tape any necessary routes to the start and/or finish. Stiles etc on these routes.

- VIII. Check that the planner has delivered the pre printed maps to the start and also to registration (white and possibly yellow course and any map corrections). He/she should have also given you description sheets.
- IX. During the event wander to check everything is running smoothly.

## **10. AFTER THE EVENT**

Collect equipment together from the various areas. The second helpers Team should clear away their area. Check for any damage to fences, walls etc. (the planner should have checked the competition area).

Sort out the cash and pay the planner and controller their expenses after they have given you their claim form. Complete your own claim form and collect your expenses. Send the 3 claim forms and cash (cheque) to the Treasurer. Make sure you leave the float in suitable denominations for the next organiser.

The Sportident team should give you a copy of the results. Copy and post using completed envelopes making sure the 'colour line' is marked on. The results should also give details of any future events. A copy of the results needs E-mailing to the webmaster a.s.a.p. so that they can be published on the club's web site. The webmaster also needs "Organiser's, Planner's and Controller's Comments.

Thank any landowner by visiting them or in writing. Give them a copy of the map and results.

Ensure that all your helpers have received their vouchers..

Thank your helpers properly.

Check equipment is dried out, cleaned, repaired etc and return to Wheldrake.

I hope you enjoyed the experience of organising.

I would be very grateful for any feed back you may have, either on the information that has been provided to help you, on the map, or on the event itself. This will help us to improve the way we do things in the future. You can drop me a line or contact me by telephone or E-mail.

See other documents for:

- District event registration form template
- Club Officials
- Club First Aiders

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## **APPENDIX A. Timescale:**

This is intended to give guidance only and is not an all-embracing list.

15 months – Event date agreed with BOF Fixtures Group.

9 months – Land permission and car park confirmed.

8 months - map commissioned.

4 months – Survey complete and draft colour map available for planning (new maps).

3 months – Survey complete and draft colour map available for planning (updated maps).

6 WEEKS – PLANNING COMPLETED.

4 WEEKS – Courses agreed with Controller.

2 weeks – Overprinted maps available.

EVENT Results – displayed on the day, and on the internet with a link from the BOF website by the evening.

2 weeks after – Results booklet posted. Final results submitted to the ranking list.

## **APPENDIX B. Entry Fees:**

The membership structure of British Orienteering provides two levels of membership and it is the expectation that all regular competitors will hold one of the two and thus be members of the federation. The two levels are BOF National Membership and BOF Local Membership. Membership for senior competitors gives entitlement to certain entry discount

BOF National Members are entitled to discount at all events and BOF Local Members obtain discounts at District and Regional Events within the region to which the club they belong is affiliated. In the case of EBOR events local members of clubs in the Yorkshire and Humberside Region are entitled to discounted entry. The clubs concerned in addition to EBOR are Airienteers(AIRE), East Pennine OC (EPOC), South Yorkshire Orienteers (SYO), CLARO, Humberside and Lincolnshire Orienteers (HALO), and Sheffield University OC (SHUOC).

Currently entry fees for District Events are Seniors £7 (members discounted rate £5) and Juniors (including students) £2.50