

Organising a Level C Event

People often ask 'What is the difference between a Level C and a Level B event?' The answer is, frankly, 'Not a lot, mainly just that entries for a Level C are taken on the day'. So organising a Level C event can include almost everything that organising a Level B event might require, apart from the preparation of Pre-entry Information and Final Details. This document does, therefore, cover a lot of issues, many of which may not be relevant to your event.

The Organiser's role is to help the Club put on an enjoyable, safe and successful event, which encourages those taking part to go orienteering again, and ensures the same area can be used for further events.

The purpose of these guidelines is to enable the Organiser to achieve these objectives with the minimum of effort.

Whilst some of the requirements of the guidelines may appear daunting, there are two important provisions, which mean that the Organiser's role is not too onerous:

1. An event Organiser's key role is to co-ordinate the activities of others (i.e. to get them to do the work!).
2. Many Club members are willing and able to provide assistance at each stage of the organisation process – you only have to ask.

This document consists of three sections:

1. A list of the key elements of event organisation. This provides a simple means of checking what needs to be done.
2. Guidance on how each of the key elements may be achieved.
3. A list of useful contacts and telephone numbers.

Key Elements of Event Organisation

(A checklist – the subsequent sections detail how these elements may be addressed).

Before the event

Consult the area file, or information supplied to you via the LOC website or by the Fixtures Secretary

Talk to the Planner and Fixtures Secretary

Publicise the event

Identify car park (access) and assembly

Organise toilets, first aid and traders

Check availability of computer team and accommodation for them.

Carry out risk assessment

Consider on-the-day communications

Arrange for String Course to be provided

Appoint team leaders and get helpers

Sort out equipment

Prepare last minute details

On the day

Signs to the event

Car park and Assembly

Registration

Enquiries

Start

Finish

Download and Results
String Course
Clear up
Thanks

After the event

Thanks
Report any incidents/accidents to BOF
Check results are published
Settle bills and finalise the accounts
Sort out and return equipment
Up-date area file or report back to Fixtures Secretary

Before the event

Consult the area file

Note: The club is currently moving away from hard copy area files to information obtainable via the website or from the Fixtures Secretary.

Particular attention should be paid to any problems at previous events and any restrictions, which apply to the area, for example:

Are dogs allowed?
Time of year (e.g. weather, bracken, nesting birds, lambing)
Out of bounds areas
Other activities (e.g. felling, shooting, farming, sporting events)
Environmental concerns (e.g. marshes)
Access (e.g. to car park, locked gates)

The Organiser must be sure that the area is suitable for the type of event being held at the time of year proposed.

The availability of up-to-date maps needs to be confirmed.

Talk to the Planner and Fixtures Secretary

Through the Fixtures Secretary, the Organiser must be satisfied that all necessary permissions have been obtained (preferably in writing) and that the event has been registered with BOF. The Organiser may need to contact owners, tenants, people living near, or on the way to, the event, and other users of the area (e.g. shooting syndicates) to ensure that there are no misunderstandings or clashes of interest.

Discussions with the Planner should focus on issues such as:

Position of Start and Finish (and, therefore, the car park)
Crossing points, who will erect and remove stiles and tapes.
Likewise, who is responsible for hazard warning tape and OOB notices?
Who will organise and collect SI kit?
Environmental concerns (e.g. "no go" areas)
The numbers of maps to be printed for each course

Note: on the day the Organiser must have readily available at least one copy of a map or maps which show the Start, Finish and all control sites and also a copy of each course.

It's essential to keep an ongoing exchange of information between the Planner, Controller and Organiser,

so that all 3 people know when things change or new things occur.

Publicise the event

It is the Organiser's responsibility to check that the event is listed on the LOC website and, if possible, to produce handouts for distribution at other events. For Level C events normally preliminary and final details are not produced, but a handout may be necessary to give out on the day.

If cagoules may be compulsory, publicity should advise competitors to bring them. Similarly, if competitors are likely to be encouraged to carry hats, gloves and waterproof overtrousers, publicity should encourage competitors to bring these items.

Car Park and Assembly

Cater for approximately 1 car per 2 competitors.

Estimate the likely number of competitors from past results.

When calculating the number of cars an area will hold, allow a space of about 5m x 3m (paces) per car, plus space (a minimum of 5m) between rows for the movement of vehicles.

For linear parking (e.g. along a forest road) allow 6 metres per car and leave spaces for passing and turning.

Identify suitable parking for large vehicles.

Are there any access restrictions (e.g. narrow roads, locked or narrow gates, surface conditions, large vehicles)?

Consider – one-way road system, no departures until after everyone has arrived, preparation of vulnerable surfaces (e.g. gateways) Might tracking be needed?

Lay-out – reserve suitable positions for Registration, Enquiries, the Download caravan, toilets, traders, first aid, parking for helpers and, possibly, families with young children. If possible, arrange for Registration and Download to be adjacent, less than 8m apart.

Back-up – alternative arrangements in case car park is unsuitable or filled on the day.

With the Planner, consider routes to and from the competition area.

The police should be consulted if there are concerns over the flow of traffic to and from the event.

If the car parking is complicated, prepare a briefing note for the car park team leader.

Might a tractor be needed to tow out vehicles?

Check who has the gate key.

Start

Normally for a Regional event, there is only 1 start (preferred), but 2 starts are common at National events.

WHEN 2 (or more) STARTS ARE NEEDED:

Please always use the names 'RED START' and 'WHITE START' and ensure that these names are used in all event details. This is to avoid the need to have event specific signs made eg High/ Low start and to save plastic wastage.

'RED START' should be used for the Start with the main adult courses.

'WHITE START' should be used for the Start with the children's courses and shorter courses.

Organise toilets, first aid and traders

Toilets – suppliers are listed in the Appendix. Allow 1 unit per 100 competitors. Ideally, the toilets should be delivered the day before the event and special arrangements may need to be made for access to the area.

Make sure there will be adequate toilet rolls available!

As a minimum, arrange first aid cover by trained club members, plus the provision of the Club's first aid kit. The Fixtures Secretary has details of Club members who can provide first aid cover.

Confirm that the presence of traders (including any food vendors) is acceptable to the land owner(s). Traders likely to be interested in attending are listed in the Appendix.

Prepare a sketch map of assembly to hand out to traders, computer team, competitors, etc.

Check availability of computer team and accommodation for them

The use of electronic equipment means that a computer and associated equipment, plus people who can operate it, are essential. The availability of this equipment and its operators needs to be confirmed with the SI Manager well in advance of the event. A place for using the equipment (e.g. the Club's caravan) also needs to be established and whether mains power is available.

Carry Out Risk Assessment

The Organiser needs to identify things which could go wrong (hazards), assessing the likelihood of them going wrong (risks), and then introducing precautions/preventive measures to remove hazards and/or reduce the risks to an acceptable level. Usually this process involves little more than the application of common sense.

The form to be completed is available from the British Orienteering website. Go to <https://www.britishorienteering.org.uk/index.php?pg=48#risk> and click on the link to Risk Assessment Form. Once you have completed the Risk Assessment, and obtained the Planner's input concerning risks in the competition area, the document has to be approved by the Controller. There is a separate document on the LOC website entitled 'Preparing a Risk Assessment'

Some key issues, which must be addressed are:

Accounting for all competitors – the primary method of accounting for missing runners is through the download computers but those travelling on their own should be required to leave their details and car keys at Registration.

Safety of competitors whilst in the car park and travelling to and from the competition area.

Safety of competitors whilst they are competing. Deciding whether a cagoule and a whistle are compulsory. If they are, you must check that competitors are complying with your instructions. If your event is taking place on open fell in the winter months, you may also want to encourage competitors to carry waterproof overtrousers, a hat and a pair of gloves.

Action to be taken in the event of a missing competitor. See BOF Rules Appendix E: Event Safety. https://www.britishorienteering.org.uk/images/uploaded/downloads/Appendix%20Ev2.5_2015.pdf

Note: on the day it is the Organiser's responsibility to decide if the event should go ahead. Obviously, such an important decision needs to be taken in conjunction with other key people, such as the Controller and Planner.

Consider On the Day Communications

Communications between officials and the various areas of activity (eg Registration and the Start) can be difficult, particularly if the event is spread over a large area.

In these situations, consider the use of radios and/or mobile phones. Checks should be performed to ensure the chosen means of communication will work in the area.

If the Finish is some distance from Download, the Download team will need to know when the last competitors have finished before they get to Download.

Arrange for String Course to be provided

A String Course should be provided whenever possible.

This job should be allocated to someone well before the event so that a suitable area can be agreed (with the Organiser and Planner) and a simple map drawn. Ideally, the course should be located close to the car park/Registration and in an area not used by other competitors.

Team Leaders and helpers

Appoint and brief Team Leaders well in advance.

Agree responsibilities with Team Leaders. The Team Leaders should be responsible for briefing, and supervising, their team members.

Request helpers (including some spare bodies) from the helper group allocated to your event and allocate to the various teams.

Note: a frequently overlooked requirement is for the Organiser to liaise with the Planner on the number of helpers required to put out and bring in controls and to clear up at the end.

Guidance on the teams required, numbers of helpers and their responsibilities, is detailed in the tasks listed under "ON THE DAY".

The Membership Secretary can provide both a list of Club members, including their contact details, and the names of the members in each helper group.

Note: it is useful for the Organiser to attend the Club meetings in the months leading up to the event. This allows progress to be reviewed and provides an opportunity to obtain input from other club members.

Sort out equipment

Equipment requirements are identified for all tasks under "On the day".

The Equipment Secretary can provide a list of all Club equipment.

It is best if the Organiser arranges for all the equipment to be made available, rather than relying on the separate Team Leaders organising their own requirements. However, it can be useful if the equipment is distributed to the Team Leaders before the day of the event.

Prepare last minute details

Last minute details need to be prepared if there are any significant changes to the event organisation and/or planning, or if there is other information, which the competitors must have. For example, the need to carry a whistle or the importance of using crossing points can be highlighted in last minute details.

On the day

Note: the number of helpers suggested for each task is the minimum for one shift only. Some of the tasks, particularly Registration, Results, Help Desk, Start and String Course may require two shifts.

Signs to the event

Procedure:

Signs need to be in place in good time for the benefit of helpers and those competitors who arrive early. It is a good idea to put the signs out the evening before the event (and to check they are still there on the day).

The task of putting the signs out may be delegated to one or two helpers. However, the Organiser must specify exactly which signs are required where. Routes to the event should be clearly signed from obvious starting points e.g. the nearest main road(s). (The signing must comply with any travel instructions provide

to competitors previously).

The large BOF "ORIENTEERING" signs should be used as much as possible. Signs should be placed well in advance of turning points. The need for other signs, such as "SLOW" or "CAUTION – RUNNERS" needs to be considered.

Also, consideration should be given to the possible need for signs to direct competitors leaving the event.

The helpers who put the signs out should also be responsible for collecting them in at the end of the day.

Helpers: one or two, depending on complexity of arrangements

Equipment:

Signs

Nylon cable ties

Knife or scissors

String

Hammer

Stakes

Note: Pieces of white Correx board and felt-tip pens should also be available on the day to make additional signs, if needed.

Car Park and Assembly

Procedure:

An LOC banner should be hung at the entrance to the car park.

Any positions not to be used for parking, e.g. marshy areas in fields or passing places on forest roads, must be clearly identified. (This is best done the day before the event). It may be necessary to protect the entrance to the car park by laying matting or other material.

The car parking team must know where to park other helpers, large vehicles, Registration, Enquiries, the computer caravan, any traders, toilets (if not already in place).

Note: toilets should be positioned so that people queuing are clear of moving vehicles. In fact, moving vehicles and pedestrians should be segregated as far as is possible.

It can be useful to display important notices (e.g. "Cagoules Must Be Carried") at the entrance to the car park.

It must be remembered that any traders, and some competitors, arrive early.

All the marshals should wear highly visible jackets.

It is very useful for the car parking team to be able to answer questions, relating to such things as the distance to the Start, the cost of entry fees and the position of key things (e.g. the toilets). This is particularly important when the car park is a long way from Registration.

If there is a significant amount of information to pass on, it is desirable to have a handout in this case, showing relevant information and course details, to be issued with registration cards.

If a parking fee has to be collected, then the collection point must be positioned so that there is no tail-back to the public highway.

The person(s) collecting parking fees can also distribute the registration cards and any last minute instructions.

Vehicles must be parked so that room is left for manoeuvring when competitors leave. This is particularly important when the parking is on forest roads. In some cases, it is good practice to turn cars

round before they are parked.

Vehicles must be required to move slowly within the car park.

Should circumstances require it, e.g. vehicle movement is difficult or the exit from the car park is dangerous, it will be necessary for a second shift of helpers to manage the departure of competitors.

Helpers: One or two people collecting car parking fees and/or giving out registration cards and last minute instructions.

The number of helpers actually parking vehicles will, obviously, be dependent upon the complexity of the parking arrangements. A team of three is recommended as a minimum.

Equipment

LOC banner

Receptacle (e.g. bucket), for collecting car parking fee, plus change

Registration cards

Last minute handouts

Officials' jackets

Tape, stakes and hammer

"NO PARKING" signs

Sketch of area layout and notes on distance to the Start, fees etc.

Signs "TO REGISTRATION" etc.

Any special notices (e.g. "Cagoules Must Be Carried")

Registration

Note: Registration needs to work in conjunction with the Download computer operations and should therefore be co-located (within 8m to enable power and network links) if possible. The computer system must be operating before Registration opens.

Procedure Collect entry fees.

Collect registration cards and ensure that they are completed correctly.

Check that competitors have selected appropriate courses. If considered necessary, suggest people visit Enquiries for advice.

Carry out SI card entry for EOD entries who are using their own SI cards, entering the selected course for each runner (subject to number of maps). This procedure requires a PC operated by the Registration team and linked to the Download team (power and network). Those runners using hire cards or loaning their SI cards to other runners must be entered manually, their registration cards being passed to the download team for manual entry.

Give out control descriptions (provided by the Planner). Note: the number of pre-printed maps available for each course needs to be known.

Issue White and Yellow Course maps and control descriptions.

Advise competitors on issues such as what time the courses close and how to get to the Start (and Finish) and how long it will take.

Provide facilities for solitary competitors to deposit car keys.

Helpers

One person per pair of courses (e.g. 6 courses should require 3 people) collecting entry fees, collecting and checking registration cards and giving out control descriptions, and maps for the White and Yellow Courses.

A runner may be required to transfer registration cards to the Results caravan/tent (at frequent

intervals).

Equipment

“REGISTRATION” sign or banner

Large sign or handout listing the courses available and the fees

Tent(s), table and chairs (or cars)

Spare registration forms

Float – change for entry fees

List of Map Numbers available

Control descriptions (from the Planner)

White and Yellow Course maps (from the Planner)

Adhesive tape

First aid kit and sign

Spare whistles and polythene bags

Pens, paper and clip boards

Spare white Correx board and pens for making “special” notices, e.g. if cagoules have to be worn

Enquiries

Procedure

Hire out SI-cards (and collect payments). The Fixtures Secretary can provide information on the current hire charge and cost of replacement, if a card is lost.

Make it clear that an SI-card may only be used for one run.

The principal objective is to advise those with little or no experience of orienteering on how to enter, which course to do, what to wear/take, how to obtain results, how to join LOC and where/when they can next go orienteering.

For complete beginners, it is useful to talk through a course on a map, demonstrate electronic punching, discuss control descriptions and, possibly, demonstrate how to use a compass. Provide loose legend if not included on competition map.

Loose copies of the map legend need to be available if there is no legend on the map.

Safety requirements must be stressed – particularly the need to report to download.

Collect names and addresses, both home and email, of people interested in joining the Club and pass these to the Membership Secretary

Helpers:

Enquiries should be manned by at least one person.

Equipment

“ENQUIRIES” sign

Tent, table and chairs

SI-cards for hire

Float – change for SI Card hire

Course details and control descriptions

Map with a course marked on

Loose map legends, if legend not on map

Demonstration control site and SI-card

Compass

Polythene bags (map bags for those that need them)

Future events programmes
Paper and pens
Orienteering leaflets

Start

Normally for a Regional event, there is only 1 start (preferred), but 2 starts are common at National events.

WHEN 2 (or more) STARTS ARE NEEDED:

Please always use the names 'RED START' and 'WHITE START' and ensure that these names are used in all event details. This is to avoid the need to have event specific signs made eg High/ Low start and to save plastic wastage.

'RED START' should be used for the Start with the main adult courses.

'WHITE START' should be used for the Start with the children's courses and shorter courses.

Note: All CLEAR, CHECK and START SI boxes used at each Start site must be cleared before use. For a typical Level C event, 2 of each type of these boxes must be available at each Start site.

Procedure

Note: Before the system operates, the Start team must check with the Planner that the Start is in the correct location, that all the controls have been put out and that the maps are available.

Ensure route to Start is suitable and clearly marked. (The latter can be done the day before, or by the Start team on their way to the Start on the day).

When it's a long way to the start, marking the route should include signs displaying 'No Whistles - No Go' and 'Cagoules Must Be Carried' (if required) in a prominent place which all starters will pass through at the start of the route.

Equipment for the Start may be put in place the previous day or transported by the Start team on the day.

The start procedure should be clear so that competitors, particularly beginners, can pass easily through the system.

The Start procedure should be:

Competitors use CLEAR stations (clearly labelled).

Competitors queue for the different courses. The queues should be clearly identified. Team to check that SI-cards have been cleared properly and, if necessary, that whistles and/or cagoules are being carried. (It is useful for the person doing these checks to have a Clear box available for re-doing those SI-cards which fail the check procedure).

Start competitors, making sure that they punch the START box (which needs to be clearly visible between the start line and the map boxes). Whilst people should be kept waiting for as little time as possible, the gap between competitors starting on the same course should be a minimum of one minute.

Make sure that the maps are in good order and that competitors take the correct maps.

Close the Start when it is known that all the competitors (and especially those who have been helping) have gone through.

Return START, CLEAR and CHECK boxes to the Download team immediately after the Start closes to allow their data to be downloaded for safety purposes.

Return all equipment, except the Start flag, to Assembly, including the tapes which marked the route to the Start. The Start flag must be left, for collection after the courses have closed.

Helpers

A minimum of two, and ideally three, people.

Equipment

Tapes and signs to mark the route to the Start. The clothes pegs with tapes attached are very useful for marking the route.

START banner

Labelled CLEAR, CHECK and START boxes – 2 of each, plus stakes to hold at least one CLEAR and one START box. Normally supplied cleared by the Download team.

Tape and pegs or canes plus course/colour indicators for marking out the start area

Hammer

Clock

Clearly labelled boxes or bags containing the maps for the different courses (provided by the Planner)

Tent (shelter) for Start team

Pens and white Correx board for writing any “special” notices

Note: it is essential that the Organiser liaises with the Planner and the SI Manager, so that the necessary SI-boxes, stakes and maps are available at the Start, and that the Start kite is in position, well before the first start time.

Finish

Note: The FINISH boxes used at each Finish site must be cleared before use. For a typical level C event 2 FINISH boxes must be available at each Finish site.

Procedure

With e-punching the Finish essentially becomes no more than another control. Therefore, the Finish does not require manning continually, unless, for example, it is in a remote situation and/or a significant number of inexperienced competitors are taking part. However, the Finish should be checked occasionally, particularly at the beginning of the event, to ensure that all is well.

The Planner needs to ensure that the Finish is placed on an obvious feature (e.g. a path end or a gate) so that it is suitable for the easier courses. It must be clearly identified with a Finish banner.

The route from the Finish back to Assembly (Download) must be clearly marked. (This can often be done the day before the event).

A simple first aid kit may be left at an unmanned Finish.

Return all the FINISH boxes to the Download team immediately after the Finish closes to allow their data to be downloaded for safety purposes.

Helpers

One person to man or check the Finish and to bring in the equipment and tapes when the event is over.

Equipment

Tapes/signs to mark route to Assembly, particularly to the download point

FINISH banner

FINISH box(es) – normally supplied cleared by the Download Team, placed by the Planner

First aid kit

Hammer

Download and Results

Download and results are organised by the SI Team, under the supervision of the SI Manager. The organiser only has to ensure that the SI Team are aware of the event and that suitable

accommodation, usually the Results caravan, is provided.

Signs should be erected reminding competitors to download before they leave. For instance, 'Download Here' at the Results caravan and 'Have You Downloaded', erected either on the way back from Assembly to the car park or on the way out of the car park.

String Course

Procedure

The arrangements for the String Course need to be made well in advance – see "BEFORE THE EVENT".

On the day, the String Course organiser will probably require help with putting the course out and bringing it back in again. It may also be necessary to erect a tent.

String Courses tend to be very popular or little patronised. It is best to allow for the former and ensure that the course is ready for a prompt start and that adequate help is available.

The competitors' names need to be recorded. They should be timed (roughly) and presented with a small "gift", e.g. a sweet, balloon, badge and/or certificate.

There is no charge for doing the String Course.

Consideration should be given to using a mini printer and SI-cards for the String Course. Young juniors love dibbling.

Helpers

At least two people, unless there are very few customers.

Equipment

Tent, table and chairs (preferable to operating from a vehicle)

String course sign

Control animals

Map plus control card (on the same sheet)

Polythene bags (which can be recycled)

Pens and paper

Clock

Gifts **ing**

It is the planner's responsibility to arrange for the controls to be collected in, but it is the organiser's responsibility to find the control collectors.

Clear up

Procedure

The various teams of helpers should be responsible for returning the equipment they have been using to Assembly (or wherever else the Organiser requires it). The teams of helpers must also tidy up the areas where they have been operating, in particular collecting any lost property and litter.

When most of the competitors have left the Assembly area and car park, helpers should carry out a thorough search for litter (and lost property).

Ensure the closure of any gates opened for the event.

Note: until all the competitors have been accounted for, and all controls have been collected, sufficient helpers should remain at the end of the event in case a search party has to be organised.

Helpers

The various teams, plus three or four people to search the Assembly area and car park.

Equipment

Bin liners for collecting rubbish

Thanks

It is important that the Organiser thanks the helpers for their input. A little “thank you” can go a long way towards ensuring that a helper will volunteer to assist next time.

The organiser also needs to find out if any of the helpers wish to claim for expenses incurred as a result of being involved with the event.

After the event

Thanks

The organiser should check with the Planner(s) that landowners, tenants, etc are thanked properly and, if there are any concerns, e.g. damage to walls, arrange for these to be addressed as soon as possible.

Report incidents/accidents to BOF

All incidents/accidents that involve personal injury and/or property damage **MUST** be reported to the British Orienteering National Office as soon as possible, preferably within 7 days, of the accident occurring. Failure to do so may invalidate the Public Liability Insurance Cover.

The form to be completed is available from the British Orienteering website. Go to <https://www.britishorienteering.org.uk/index.php?pg=48#risk> and click on the link to Accident Report Form.

Publish the results

The publication of results is handled by the SI Manager.

Settle bills and finalise the accounts

Pay as many bills as possible using the cash collected at the event. Arrange for the Treasurer to make payments by cheque. Levies are paid by the Treasurer.

Pay in any remaining money to the Club bank account.

Submit a detailed statement to the Treasurer.

Sort out and return equipment

As far as is possible, ensure that equipment is clean, tidy and, if necessary, repaired before it is returned to the Equipment Officer.

Report any losses and damage to the Equipment Officer.

Update Area File

Any information, which could be of use when the area is used in future, must be added to the area file or emailed to the Fixtures Secretary. Items relating to problems encountered, lessons learned, change of

owners, etc. can be particularly useful to future Organisers and Planners.

Useful contacts

Toilets

Lakes Loos 01539 441726, www.lakesloos.com/

Cumbria Loos: 01900 607272, www.cumbrialoos-septictanks.co.uk/

Car Park Matting

Lakes Loos 01539 441726, www.lakesloos.com/

Traders

CompassPoint: 01253 795597, www.compasspoint-online.co.uk/

Caterers

The Green Canteen: 015394 22413, www.thegreencanteencumbria.co.uk/

British Orienteering Federation: 01629 583037, www.britishorienteering.org.uk