Organising a Level D Event

Normally both Organising and Planning are done by the same person for Level D events, therefore the Organiser/Planner must read both documents, hopefully they provide the information needed and answer any questions. A description of the services provided by the SI Manager is also provided in the 'Organising and Planning events' webpage, please read that short attachment.

The area 'Custodian' will apply for permission to use the area. The Planner needs to check with the series coordinator and/or the 'Custodian' that the permission has been obtained.

Organisers are expected to:

1. Complete the Risk Assessment for the Event. Every event registered with British Orienteering has to have a Risk Assessment. 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.

When the form has been completed, it should be sent, before the event, to the Evening Event Controller for approval. If you are not familiar with the Risk Assessment form please discuss it with the Evening Event Controller for the event.

2. Obtain the Equipment and Pass it on Afterwards. Usually arrangements can be made to collect the equipment from the previous event. If not, please contact the Equipment Officer and the SI Manager.

The following equipment list is not exhaustive, but should suffice for most events:

- SI Control Boxes
- Control Flags (normal size for terrain events, small ones for urban events)
- Blinded canes (optional)
- Wire Gripples (only for urban events)
- Aluminium Stakes for the Start, Clear, Check, Finish and Safety controls
- First Aid Kit
- A few Road Signs
- Perhaps some Tapes to mark the route to the Start and back from the Finish
- 2 tables and chairs for the Registration/Download/Results team, and possibly a tent.

3. Decide the Locations of Parking and Assembly. Decide where competitors will park, register and download.

4. Provide information for the LOC website. Provide information based on previous event descriptions on the website to the SI manager for the website event page as soon as it is available e.g. parking grid reference, postcode, course details.

5. Safety Issues. It's the Organiser's responsibility to enforce the following:

a. Carrying cagoules, if you decide they are compulsory.
b. Carrying a backup torch and whistle at night terrain events.
c. Wearing a reflective jacket at night urban events.

6. Other Safety Issues. At Night Terrain events encourage some competitors to stay until all starters have finished, in case a search needs to be organised. Carrying a mobile phone is strongly encouraged at night terrain events. Wearing a watch is important for anyone who might not otherwise get back to download before courses close. Check mobile phone reception before your event. The Evening Event Controller will be available on the night to help with any safety issues.

7. Man Registration. The results team will normally come equipped with a float and a suitable means of recording entries, depending on the size of the event, but you need to take the entries. Money may need to be collected for car parking. Send a brief financial summary to the Treasurer after your event.

8. Organise the Collection of Controls. Don't forget to find some volunteers, preferably in advance, to help collect the controls at the end of the event. The organiser/planner of the next event will probably help with collection.

9. Report any Incidents or Accidents to British Orienteering. A copy of the form (BOF AccidentIncident Form) is available either from British Orienteering or from the LOC website (https://www.lakeland-orienteering.org.uk/event-safety-and-risk-assessments).