

## HINTS FOR THE ORGANISER OF AN ORIENTEERING EVENT

### Before the Event

1. Check about permission for use of the area - currently done by Mike Rodgers
2. Complete a risk assessment form in conjunction with the planner and controller (the form is downloadable from the British Orienteering web site).
3. Check the event details on the BOF Fixture List are correct. Advise the club fixtures registration sec (Mike or Douglas) of any changes required.
4. For events with pre-entry, register the event with Fabian4 at least 3 months in advance.
5. Make up Information sheets. These include:

- Organising Club
- Nature of event (Colour-coded, Badge,.)
- Area
- Date
- Courses offered
- Start times
- Directions to event
- Entry Info. if relevant
- Entry Fees
- Name of Organiser and contact telephone number
- Whether SportIdent (or Emit) used.

For this information you need to liaise with the Planner, who will also tell you precisely where Start and Finish are to be.

Find out who is to be at other events beforehand and get them to distribute leaflets.

Copy Flyer to Website manager, currently Margaret Dearman, 13 St Peter's Rd, Duffus. IV30 5QL [webmaster@moravianorienteering.org](mailto:webmaster@moravianorienteering.org)

6. Arrange for appropriate local publicity (posters etc). Consider use of the BOF Print Portal if professional glossy posters are required (committee approval would be required for any expenditure). Make sure the event is registered with Scottish Running Guide and any other on-line running event information sites you think appropriate (eg Runners World, Running Diary). Take advantage of any available local publicity opportunities (eg Spotlight magazine, local Sports Council) and invite local running clubs to link to the event on their web sites (if the event doesn't clash with any other local running event).
7. Organise your team of helpers. This needs to be started more than a week before the event to lessen anxiety! A list of Club Members with telephone numbers can be obtained from the Membership Secretary, currently Douglas Murray [membership@moravianorienteering.org](mailto:membership@moravianorienteering.org)
8. Ensure that a first aid kit is available on the day and have a nominated first aider at the event (preferably with some kind of qualification).

9.

Your basic team is:

- ❑ 1 or 2 people for Car Parking
  - ❑ 2 people for Registration (with registration cards which can be provided)
  - ❑ 2 people for Starts (2 shifts of 1)
  - ❑ 2 people on results display (2 shifts of 2)
  - ❑ 4 volunteers to bring in controls at the end
  - ❑ Nominate people to provide help and advice at registration, especially early on.
10. Collect Equipment from store - currently in shed behind Douglas Murray's caravan
  11. Make any extra notices you need.
  12. **MAKE SURE YOU KNOW WHO IS TAKING THE MAPS FOR THE DAY.** It should be the Planner

### On the Day

1. Put up road signs - placing signs before road junctions to allow drivers time to react.
2. Set up START, FINISH and REGISTRATION clearly. Put up results string if used (liase with computer team to decide on results display)
3. Clearly mark route to Start and, if necessary, from Finish.
4. Put up "pop-up" tent for computers and registration
5. Make sure the planner has supplied description sheets, the course information board and map corrections.
6. Make sure that all helpers turn up at the right place and the right time - particularly the second shift if they are running early and may still be in the wood. A couple of spare helpers to fill in would be useful. (We should be so lucky!!)
7. **SEARCH PARTY.** Ensure that all competitors are accounted for before letting your last few helpers away. One person cannot search an entire area alone and recover a casualty! The control collectors will be handy here!
8. (Control recovery is the responsibility of the Planner, but he needs to know who the collectors are)

### After the Event

6. Pack up Registration, Start, Finish etc.
7. Look around for any litter.
8. Lock any gates and return keys (or ensure that someone takes that responsibility)
9. Check Results. Invite reports from Planner and Controller. Check computer team e-mails the results to Margaret Dearman  
[webmaster@moravianorienteering.org](mailto:webmaster@moravianorienteering.org)
10. Write letter of thanks to Landowner if appropriate.
11. Give Treasurer the cash, a copy of the results, a breakdown of numbers into Juniors (up to M/W20) and Seniors (M/W21) onwards

12. For level C events or above, ensure that the results are uploaded to BOF within a week of the event (via the IT committee member)
13. Write a short 'organiser's report' to go with the results on the web site and e-mail it to the web master. Encourage the planner/controller to do likewise.
14. Return all the equipment to the store. Timing equipment is kept in the house away from damp.

### **Suggested times for Helpers**

(Based on Registration from 1030 to 1200, starts from 1100 to 1230)

Car parking	1000 to 1145
Registration	1015 to 1200
Start shift 1	1030 to 1145
Start shift 2	1145 to 1230

Helpers on second shifts can have early run starting from 1030

### **Equipment**

- Registration card boxes - large and small
- Registration cards (these are available from Margaret)
- Road signs, mallet and spare stake for making holes.  
There are 3 big signs 4 ft x 2 ft (1 each pointing left, right and straight on)  
6 medium signs 2 ft x 18" (2 of each)  
6 small signs 1 ft x 9" (2 of each)  
There are also 3 fluorescent bibs saying "Ask Me for Help" and 2 medium signs saying "Orienteering Event - have a go today". These all supplement the new "Orienteering - have a go today" banner and they will be go in Doug's equipment shed.
- Signs for Registration.
- Organiser's Box including First Aid, staplers, string and pens (check that they work)
- Tent (Pop-up)
- Picnic table and chairs for computing team
- Water containers, to be filled with water only, disposable cups and binbags.

N.B. PROVIDE YOURSELF WITH A FLOAT. AT LEAST £20 EACH OF £1 AND 50p COINS .

Note: Keep a record of your expenses and claim from the Treasurer