

# CHIGWELL and EPPING FOREST ORIENTEERING CLUB

## An Organiser's Manual

Notes: Documents refer to an event organised in 2008. Organisers should update and replace these with more up to date examples. Make sure you are familiar with British Orienteering's Rules and Guidelines for levels 2 and 3 Cross-country events - download from BOF site: <http://www.britishorienteering.org.uk/downloads/eventinfo.php#rules>. This site also includes the BOF guidelines on Environmental Good Practice.

	<i>EXAMPLES and RELEVANT DOCUMENTS</i>
<b>6 to 3 MONTHS BEFORE THE EVENT</b>	
<ul style="list-style-type: none"> <li>○ Get <u>Land Permission</u> and establish contact with landowner / representative. Chig Committee will advise on whom to contact. Establish if any payment required. Establish what environmental concerns landowner has (SSSIs etc), and whether <u>dogs</u> are allowed on the land and/or in the car park.</li> <li>○ Send copy of BOF Insurance to landowner</li> <li>○ Check that Chig Secretary or Fixtures Secretary has completed BOF Registration Form (<u>ER1</u>) accurately and that it has been sent to SEOA Fixtures Sec and BOF Fixtures Sec.</li> <li>○ Notify Planner of any Out-of-Bounds areas, areas to be avoided for environmental reasons etc.</li> <li>○ Identify <u>carparking</u> area with backup if necessary (e.g.if using a field that may become impossible in bad weather). Establish if any payment required.</li> <li>○ Inform Planner about location of car park.</li> <li>○ Check with Chig Committee that a Controller has been appointed</li> <li>○ Prepare a <u>budget</u></li> <li>○ Propose figures for entry fees and agree these with Chig Committee</li> <li>○ Decide if <u>pre-entry service</u> is to be used eg Fabian4. Supply event details.</li> <li>○ Prepare a <u>Flyer</u> advertising the event. Get it approved by Chig Committee. Print on blue paper. Print approx 500 for major event (Level 2) NB for a small event a flyer on the Chig website may be sufficient.</li> <li>○ Arrange distribution of flyers by club members from approx 8 wks before the event. Ensure flyers also go to events in neighbouring regions.</li> </ul>	<p><b>BOF Insurance form: download from BOF website or see attached document No.1</b></p> <p><b>BOF Event Registration Form: download from BOF website or see attached Docs 2 and 3</b></p> <p><b>Possible carparks for Chig events: Doc 4</b></p> <p><b>Budget templates: Docs 5 and 6 Calculations behind budget Doc 7</b></p> <p><b>Flyer examples: Docs 8 and 9</b></p> <p><b>Colour of paper: ask Sally Pribul</b></p>

- Electronic advertising: Email the flyer to Chig Website Manager to go on club website. Get BOF to put a link to this from the BOF fixtures list. Also a link from Fabian4 (if using this service). Also ask Regional website managers (SEOA, SC, EAOA, EMOA) to provide a link from their sites.
- Identify a SportIdent officer in the Club, and ask him/her to be responsible for the SI systems (upload of course info from Planner, preparation of control boxes, upload of dibber info, event downloads and results management). It is helpful if this person also agrees to handle off-line entries (where pre-entry being used for the event) and EODs as well.
- Visit event Site, preferably with the Planner. Agree location of CAR PARK, START, FINISH, REGISTRATION etc. Check out routes to Start and from Finish
- Decide whether to order portable toilets – depending on a) size of event, b) location of public facilities and c) ease of access for loo delivery vehicle.
- For a major event, also make an assessment of potential Assembly area – to include good view of run-in, traders, commentary, loos, area for club tents etc.
- Check source of mains electricity. If none available, discuss generator requirements with SI officer.
- Locate nearest public telephone or check mobile phone signal strength if using a mobile.
- Identify location for a String Course if required. Avoid areas used by competitors at main event. Ask mapping officer to prepare String course map
- Fill in a BOF Risk Assessment Form for the area being used for this event. Take action on any issues raised by carrying out the risk assessment. Send the Risk Assessment form to Controller for comments. Controller must sign off Risk Assessment. Ensure you can mitigate all identified risks.
- Get up to date Chig Membership list from Membership Secretary.

- 
- Begin to form a team of helpers for the day of the event. Identify key team leaders for the following tasks:

- Car Parking
- Registration
- SI operations (will include the SI expert already working on the event)
- Start
- Finish (if Finish is remote from the event centre)

**BOF Risk Assessment Form – download from BOF website or see attached document No.10**

**Manpower and Equipment needs template Doc 11**

<p>-First Aid – use Club first aiders. For major event secure attendance of local St John’s ambulance.</p> <p>-Search team</p> <hr/> <ul style="list-style-type: none"> <li>○ Liaise over manpower with Planner, who will also need a team to set out controls, marshal controls and collect controls in at the end of the event.</li> <li>○ Contact Chig equipment officer to check if any new equipment needs to be bought. Check that equipment officer will be available for issue of equipment in days leading up to event.</li> <li>○ Ensure Planner and Controller are within their timetable for agreeing courses.</li> <li>○ Decide whether the <u>maps</u> for the event are to be printed in-house by Mapping officer, or whether a professional printer is to be used. If the latter, check that Planner has asked for quotes.</li> <li>○ Contact any <u>traders</u> who might enhance the event, normally Ultrasport <a href="http://www.ultrasport.co.uk">www.ultrasport.co.uk</a></li> <li>○ Book <u>SI kit</u> with N London Consortium</li> <li>○ Keep Chig Committee informed about progress</li> </ul> <hr/>	<p><b>N London Consortium equipment request: Doc 12</b>  <b>NLC summary of costs Doc 13</b>  <b>SI Training kit (for String course): Doc 14</b></p>
<p><b>3 - 4 WEEKS BEFORE THE EVENT</b></p>	
<ul style="list-style-type: none"> <li>○ Get details of course combinations, course lengths and climb from Planner</li> <li>○ Establish with Chig Committee, Planner and Controller whether <u>start times</u> will be allocated, or whether a block system is to be used, or whether competitors can start whenever they are ready.</li> <li>○ Prepare an info sheet of <u>Final Details</u> and post this on the Club website. Email it to the SI officer (or whoever is dealing with off-line entries) to send out hard copies as required.</li> <li>○ Agree how many <u>maps</u> are to be printed. The Mapping Officer can advise how many to print of each course based on historical data from previous events.</li> <li>○ Complete the list of on-the-day helpers, recruiting sufficient numbers so that a shift system can operate and allow people to have a run if they want.</li> <li>○ Tell SI expert which Chig members will be helping – so they can be offered a time slot and a free run.</li> <li>○ Write to all horseriding establishments to warn them of the event.</li> <li>○ Write to any residents living adjacent to the event location to warn them about influx of competitors and event traffic.</li> <li>○ Arrange <u>site visit</u> for team leaders – Carparking, Registration, Start, Finish, SI, String</li> </ul> <hr/>	<p><b>Final Details example: Doc 15</b></p> <p><b>Manpower and Equipment: Doc 11</b></p> <p><b>Use Yellow pages or local websites for horse riding establishments.</b></p>

<ul style="list-style-type: none"> <li>○ If a major event, ask 3 people known to be coming to event to stand by as a <u>Jury</u>. They should be appropriately qualified Controllers. Get their mobile numbers.</li> <li>○ Print and laminate some notices to horseriders – to be hung at ends of bridledways on day of event</li> </ul>	<p><b>SE Controllers list: Doc 16</b></p>
<p><b>1 – 2 WEEKS BEFORE EVENT</b></p>	
<ul style="list-style-type: none"> <li>○ Collect, or arrange to accept delivery of, the <u>Sport Ident equipment</u> – held currently by Keith and Sue Marsden at 24 Glen Way Watford. Ensure this goes to SI officer. Check that the laptop, power source, printer, download box (+backup), dibber registration box, dibbers for hire, etc will be brought to event by the SI team, plus extension leads as required.</li> <li>○ Also collect the training SI kit, if being used on the String Course</li> <li>○ Prepare a map of the route from the event to the nearest <u>hospital</u> with A&amp;E facilities.</li> <li>○ Check number of entries</li> <li>○ Check with portable toilet supplier that all is OK. Agree a delivery point.</li> <li>○ Check String course arrangements are ready (map drawn; control pictures in good shape; team knows how to use the training SI kit; team has timing equipment and lollipops or similar.</li> </ul>	<p><b>Pattern of entries by week received: Doc 17</b></p>
<p><b>DURING WEEK BEFORE THE EVENT</b></p>	
<ul style="list-style-type: none"> <li>○ Visit site <ul style="list-style-type: none"> <li>-check on access to car park</li> <li>-check that routes to Start(s) are clear. Chop vegetation back if necessary</li> <li>-check if source of drinking water is available; if not remember to fill water containers before leaving</li> </ul> </li> <li>○ Obtain <u>float</u> for EOD entry fees. Check prices to be used. BOF/Non-BOF – Senior/ Junior etc.</li> <li>○ Arrange to get equipment from Equipment Officer: <ul style="list-style-type: none"> <li>-Control stakes and kites – give these to Planner</li> <li>-Start and Finish banners</li> <li>-Tables</li> <li>-Stakes and red/white tape. Also black/yellow tape for taping hazards</li> </ul> </li> </ul>	

- 
- Tent(s), gazebo
  - Start clock(s)
  - Drinks containers, cups, rubbish bags
  - Direction signs for traffic + Beware Runners etc
  - REGISTRATION sign
  - Map boxes for start lanes – get these labelled clearly for each course
  - Pens, staplers, wire, sticky tape, results envelopes
  - String Course equipment
  - Results display board
  - First Aid kit

**EOD Registration form template: Doc 18**  
**Check that SI officer is happy with it**

*NB you may be able to distribute some of this equipment to team leaders now, eg Start, String, Road signs*

- 
- Print sufficient EOD Registration Forms for the type of event.
  - Prepare a 'List of Courses Available' Notice and any other notices eg 'Give way to horses'
  - Ensure Planner is assembling maps and course descriptions. If issuing loose course descriptions in Start lane, make sure you get enough from the Planner
  - Get exact numbers of maps per course (Planner) and entries (SI/entries person) and work out a system of limiting EOD entries to the number of maps available.
  - Get team leaders' mobile phone numbers
  - Write briefing notes for team leaders; include mobile numbers of Planner, Organiser, Controller
  - Check availability of previously formed team of helpers; remind them about booking their own starts..
  - Collect keys if gates are required to be opened for the event.
  - Draw up a list of all the things you need to take in your car to the event
  - Monitor weather forecasts. An event may have to be cancelled at the last minute if the roads leading to the event are impassable due to snow and/or ice or flooding. Use the website if possible to alert competitors to possibility of cancellation.
-

## DAY BEFORE THE EVENT

- Visit site to receive hired portable toilets, if booked.
- Make sure you take to the event ie put it in your car now!
  - All equipment
  - Float
  - Missing Person procedure.
  - BOF Incident Form.
  - A set of all the course maps to assist in planning searches for a missing person.

**Emergencies and Search procedure: Doc 19**

**Incident/Accident Report Form: Doc 20**

- If using Epping, hang notices about the event at points where every horse ride leaves the main road
- If weather conditions are seriously bad, liaise with Controller, and if necessary cancel/postpone the event. Use club website and SEOA website; if time available, contact secretaries of other clubs

## DAY OF THE EVENT

- Put out Direction Signs to the event (or check that this has been done by helpers).
- Check Car Park Marshals are in position, with supply of EOD Registration Forms if required.
- Check that Registration / SI Team is in position and knows what to do.
- Put up notices.
- If necessary, help Start team build Start box
- Take delivery of maps from Planner. Ensure these are put correctly in the labelled boxes at Start.
- Erect Call-up Clock. Set Bleeper running, synchronised with Radio Controlled Clock.
- Erect gazebo to shelter Start team
- Check that Clear and Check boxes are in place; also Start flag
- Check that Start Official / Team is in position and knows what to do.
- Erect Finish Funnel
- Check Planner has taped from last control to Finish, if required.
- Check with Controller that all controls have been put out correctly.

- Check that early shift workers are relieved so that they can have a run.
- When Registration closes hide takings away, somewhere in a car.
- Monitor return of all competitors (check against Start list or Start SI box; check car park)
- If competitors are confirmed as missing, institute search procedure
- When all competitors are accounted for, collect controls.
- Ask Controller and Planner to write comments for the Results.
- Dismantle everything and organise the return of equipment
- Clear site of litter.
- Collect road direction Signs.

## **AFTER THE EVENT**

- Take away with you a final results printout and the registration forms.
- The SI Team will send results to Website Manager to put on website, preferably during the evening of the day of the event.
- Return unused blank maps to Mapping Officer. Bags can be recycled.
- Count the takings and give cash to Treasurer
- Complete any Incident/Accident Report Forms and send to BOF.
- Collate Organiser's, Planner's and Controller's Comments and send to Website Manager.
- Prepare the accounts
- Ask Treasurer to pay national and regional levies based on numbers (Seniors/Juniors) competing. BOF will have supplied an ER3 levy return form for this purpose.
- Ask Treasurer to pay any other expenses (eg, farmer for use of field, St John's ambulance, loo hire etc)
- Get statement of expenses from Organiser, Planner and Controller; submit these to Treasurer for payment
- Make a list of the names of all the Event Officials and helpers who did not have a run and who did not appear in the Results List and forward it to the Treasurer. (for insurance purposes); Send same list to SE League statistician

Send EOD Registration Forms to Chig Membership Secretary to follow up newcomers to sport

THANK EVERYBODY who contributed to the success of the event.

---