



Deeside Orienteering Club

Level D Summer Series Events

Organisers' Guidelines

Document History:

April 2019: Jane Mockford with input from Bob Elmes

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Introduction

The Summer Evening series can attract up to 200 competitors. These guidelines are intended to provide key information and helpful checklists to aid the event Organisers and their helpers achieve consistency and high standards across all the events.

There is a separate document for Organisers of the events that make up the Sprint Series element of the Summer Series.

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People Involved

Other Deesiders involved in various aspects of the events are the Fixtures Secretary, the Area Coordinators, the Planner, the SI Coordinator and the Controller.

The Fixtures Secretary will negotiate the dates of the event, register the event with British Orienteering and organise, through others, advertising of the event. S/he will be able to advise on insurance and other external matters.

The Area Coordinators - see the list of personnel on the website - will obtain the key permissions. The Organiser may need to deal with some local permission such as parking but the Area Coordinator will be able to advise on usual arrangements if they exist.

The Planner plans the courses, identifies any out of bounds areas, arranges printing of the event maps and control description sheets, puts out the controls, monitors them during the event and, with the help of others recruited by the Organiser, collects the controls in after the event closing time. The Planner should never be expected to collect all the controls after the event.

The Organiser must liaise closely with the Planner on sensible location of the Start and Finish in relation to car parking and Registration in order to minimise logistical problems. The Organiser must also seek input from the Planner to the Event Risk Assessment.

The SI Coordinator sets up the equipment, supervises the SI team at the event; handles queries & changes to control numbers; does the safety check that all starters have finished; and takes backups of the event data during the course of the event.

The Controller is responsible for ensuring that the Organiser and Planner stage the event fairly & safely, in accordance with the British Orienteering Rules and, as such, may be called upon to advise and support the Organiser. The Controller will countersign the Event Risk Assessment Form.

All event officials – Organiser, Planner, Controller – must have completed a British Orienteering Event Safety Workshop.

Resources for Organisers

The Event Resources page (on the DEE website) is an invaluable source of material, saves “reinventing the wheel” and contains links to everything that you need:

- Club Equipment Inventory (some of the kit required by Organisers).
- Area permissions (the Area Coordinators)
- British Orienteering Rules - read Appendix E: Safety
- British Orienteering Safeguarding O-Safe Policy - read this
- The DEE equipment insurance policy, equipment insurance renewal and summary of cover, the Single Even Summary of Cover & Risk Assessment Guidelines and the Insurance Major Event form (the latter covers eg hired toilets that may be left overnight). READ THESE.
- British Orienteering Public Liability Insurance Cover Note & British Orienteering Public Liability Insurance FAQs. READ THESE.
- Blank Event Risk Assessment form (download and complete)
- Directions to DEE areas (for cutting & pasting into event final details)
- How to order toilets
- Proforma Helpers List & Information Sheet (to complete & send out to helpers before the event)
- Event entry form (ensure there are enough copies before the event, if not print more)
- Free Run Voucher Process (what to do with free run vouchers at and after the event)
- Registration Team Map Number Checklist (to keep track of number of maps sold on the day)
- Event accounts spreadsheet (for Organiser completion after the event and return to Treasurer along with entry forms and entry income).
List of DEE First Aiders (to aid recruitment for your event)
- Event Officials Comments pro-forma for each Organiser to download, contribute to and gather other Official's inputs for the event and arrange for it to be uploaded to the DEE website.

Organiser's Responsibilities

6 weeks before the event:

- Confirm permissions are in order by contacting the Area Coordinator and, if necessary, the Local Council Area Coordinator (see list on website) and determine if any other permissions are needed (e.g. parking).
- Review all the Resources for Organisers and gather together all documentation that you will need to have for reference or to complete.
- Decide on your number of helpers. Look at the suggested Helpers Schedule in the Event Resources section of the website and in Appendix 1 of this document as a guide. For some events you may need more helpers, for others less. Start recruiting your helpers. It is a good idea to use the DEE membership list to identify those who live nearest the event. Ring people up. Use the DEE Facebook group and the DEE Yahoo Group for a general appeal.
- Liaise with the Planner on the location of the start and finish, the distances to the start and back from the finish. You will need this for your event details and it may impact on your number of helpers.
- Read through British Orienteering Rules, Appendix E: Event Safety
- Download and complete the Event Risk Assessment in consultation with the planner. Do not sign it yet as the Controller may require changes. If local council permission is required you may also need to complete an event plan (the Local Council Area Coordinator can advise you about this and provide an example).
- If needed, order a portaloo. Check the list in the
- Read through the 3 documents on DEE's Insurance and the 2 documents on British Orienteering Public Liability Insurance on the DEE Event Resources webpage. **Please note that if any equipment is going to be left out unattended, you need to inform the DEE insurers a week beforehand, via our treasurer.**
- Think through any particular problems associated with the event and how to deal with them. Ensure that you are clear about how the parking, timing, start/finish, registration and results systems must work.

3 weeks before the event:

- Finalise helper availability and schedule their shifts – liaise with the SI Coordinator on this.
- Recruit 1 or 2 First Aiders. Exchange mobile phone numbers.
- Draw up and email written instructions for helpers using the Helper's Instructions pages in this document (you can cut & paste them) and the summary document in Appendix 1 of these Guidelines.
- Ensure that the equipment you need is available and arrange to collect it at the end of the previous event or from Mike Smithard or other sources.
- Agree with the planner how many maps will be printed for each course (based on numbers at previous events).
- Ask your Controller to review the risk assessment. Make any agreed changes, sign it and get the controller to sign it. If, for some reason, your "Controller" has not been on an Event Safety Workshop, you will need to ask a Controller who has to review and countersign the risk assessment. The list of Event Safety workshop attendees is on the Dee Event Resources webpage.

1 week before the event:

- Collect/sort equipment and make good any deficiencies.
- Ensure that the First Aid rucksacks are complete; site one at Registration, the other at the Finish.
- Read Appendix E on Event Safety again. Pay particular attention to section 5 on Checks for Finishers. Make sure that you have a plan for overdue/missing runners and enough helpers should you need to instigate a search.
- Check/prepare your registration/start/finish materials. Ensure that there are enough entry forms including for groups.
- Remember, as all maps except Yellow will be at the start, NOT registration, to print out Registration Map Number Check lists for the Registration team and get the exact number of maps printed from the Planner. Always mark up the Map Number checklist with 2 or 3 less maps than actually printed to allow for eg competitors picking up 2 maps.
- Prepare signs for Registration as necessary including the information on course lengths & number of controls from the Planner.
- If necessary, reconfirm arrangements with landowners or rangers.
- Organise with the Planner when and where the maps and control description sheets will be delivered to you. (Yellow maps are handed out at registration; other course maps go to the start team.)
- Obtain a cash float for registration purposes and, if necessary, for car parking.

On the day:

- Put out road signs on your way to the event.
- Allow enough time to set up and solve any last minute problems
- An hour before the first start, set the start clock (if using it). As we use a punching start, a watch synched to GMT/BST as appropriate will be fine. Indeed, the watch will do just as well for call up.
- DO NOT take on a job yourself, keep an overview and be at the busiest point as the event progresses.
- About 15 minutes before the last start time, be at registration – letting competitors start too late can be very disruptive if helpers are hanging around waiting for them to finish. Firmly close registration at this point, sending helpers off for their runs and removing signs etc. If latecomers insist on going on and say that they will time themselves, remember that the club will still be responsible for their safety. This is especially important in the earlier events where it will be getting dark by the time the courses close. Pressure should not be put on control collectors to be out in the dark.
- Go to the start after closing registration so that the helpers know when the last starter has gone. See the helpers off on their runs and dismantle the start, either yourself or bring someone else to help.
- **Make sure you have enough people around at the course closing time to deal with the situation of possible missing competitors.**

After the event:

- Check that the SI Coordinator has posted the results on the DEE website.
- Write the Organiser's comments, and collect comments from the Planner and the Controller. Merge them all into the downloaded proforma Word document and either send that to the Web Editor or, if you're on the list of uploaders, upload it as a pdf to the web directly.
- Finalise the accounts and **send to the Treasurer**
 - A full set of results and the signed Risk Assessment Form
 - A completed accounts sheet (mileage rate – currently 25p per mile).
 - A cheque(s) or bank transfer for the balance after expenses have been taken out & distributed.
 - Any receipts, invoices and free run vouchers. *Make sure to get/give receipts for anyone's expenses and attach them to the accounts – a receipt book should be in the registration box*
 - All entry forms, including schools or group entry forms with the teachers and helpers names on.
 - A copy of the helpers list – members or non members
(The latter 2 are required to fulfil our obligations to our new insurers. Records of anybody involved in an event have to be kept for five years in case of litigation.)
- Send a copy of the results directly or via the Area Coordinator to landowners, officials etc and write on a note of thanks.

Instructions for Helpers

The following pages describe the main helper roles. Each page lists the number of helpers required for each job, the timing of that job, the key responsibilities and the equipment required.

Each job is on a separate page so Organiser's can copy and paste them into a word document or email, amend to fit any specifics of their event and send individually to helpers and team leaders (as appropriate).

In addition, there is a useful Helpers List & Information Sheet, which Organiser's can complete and send out to their helpers before the event along with the detailed brief of each helper's role. It is important to note that this Information Sheet does not have room to list all the aspects of each role.

Instructions for Helpers

Car Parking

1 person (late start if running)

1. Collect parking fee if required
2. Give out entry forms, 1 to each participant or a Group Entry form to responsible adult for Schools or eg Scouts
3. Ask if a novice and, if so, direct them to enquiries for assistance.

Equipment

Yellow marshal jacket

Entry forms

Bucket and cash float if car parking charge

Instructions for Helpers

Enquiries

1 person, ideally 2 to deal with newcomers

N.B. Registration opens at 17.30 pm; Starts are between 18.00 – 19.30pm; Courses close at 20.30

The function of Enquiries is to provide information and guidance to people who are uncertain how to go about competing or just have general queries about the sport.

'In a nutshell', competitors will turn up; complete an entry form; pay and get a description sheet (if there is one) (and a token for an SI card if necessary); optionally go to SI card Hire and exchange their token for a hired SI card; go to the start; clear their SI card. Usually, on a first come first go basis, one competitor of each course colour will be set off at timed intervals; at larger events, competitors may have an allocated start block. At the end of their run the competitor will go to the computer to download.

At least one experienced person should be sufficient to carry out the above jobs but 2 people are ideal so any newcomers can be escorted through the registration process and then through to the start.

Take time to tell them about the club and give them an information leaflet (with a free run voucher incorporated).

Equipment

Yellow marshal jacket or DEE gilet

Enquiries boards, material and table in with the Organiser's kit

Entry forms

Bring your own chair

NB: Entry process:

Help the newcomer fill out the entry form.

Go with them to registration and help select which course to run.

Take the completed registration form and orange SI card hire token to the Registration team.

Show the newcomer how to hold the SI card and tell them what it does.

Remind them to punch the start and finish boxes and to go to download when they finish (safety check).

Ask them to come and tell you how they got on after their run.

Instructions for Helpers

Registration

**2 people to begin with, 1 after rush has died down
17:30-19:15**

In one car or next to SI team if in building.

Entry forms will have been given out on entry to the car park, if manned, and/or at Enquiries.

1. Check the entry form has been completed in full –, (including the name of non-runners going with them) – for our insurance.
Collect all group entry forms too & make sure that the runner's names are legible!
2. Collect the entry fee:
Seniors (M/W 21 & over) - £4.50 whether or not a member of an O-club (blank on entry form)
Juniors/students & those in full time education, on production of a student card - £2.50
All plus 50p if hiring an SI card.
Helpers go free. But must still fill out an entry form.
3. Give out a description sheet (& a map if necessary) to all, plus orange SI card hire token if hiring.
Extra maps for pairs, shadowing etc. - 50p
4. If using own SI card: retain entry form.
If hiring an SI card: pass entry form back to competitor to take to SI card hire.
5. On the 'Registration Map Number Check Lists' of number of maps, tick the next box down for that course.
6. When Registration closes, but not before, give retained entry forms for those with their own SI cards to the SI team in the red tent.

Any competitors seeking a second run should be charged £1 and must go via Registration to ensure that there are sufficient maps. If using a hired SI-card, they must also go through Entry by Punch again.

If map supply is exhausted, notify Organiser to take maps from returning runners to recycle. Do not enter competitors until you are sure that there will be maps for them.

Equipment

Extra entry forms

Display Board explaining Registration Procedure

Display board with course name, distances, technical difficulty (easy, medium, hard)

Signs for car windscreen indicating where to pay & get control descriptions

Container for completed entry forms

Cash float & container to put it in

Registration Map Number Checklists

Orange SI card hire tokens

Yellow (and maybe White) course maps

Receipt book

Clipboards

Pens

Instructions for Helpers
SI Card Hire & Return

Helper 1 & 2: 17:15-19:00

Helper 3: 19:00-20:30

Location: DEE red tunnel tent, opposite end to the Download station.

Equipment:

- Small Curver toolbox of hire SI cards
- Large flat transparent box of hire SI cards
- Lists of hire SI card numbers
- Pens
- Laptop and master station (set to Add Entry by Punch)
- Tubs to collect entry forms and SI card hire tokens.

Helper 1:

- Check entry form is complete, allocate SI card and enter number on entry form
- Tick correct number on SI card list
- Give SI card to competitor
- Retain SI card hire token
- Pass competitor with SI card and Entry Form to Helper 2

Helper 2:

- Check that the 'Add Entry by Punch' screen is open on the laptop showing as connected to master station.
- Ask competitor to put their SI card in the master station
- Take Entry Form from competitor
 - After the SI card is 'dibbed' check the card number shown corresponds with what is on the entry form and that the card is shown as belonging to DEE
 - Ask whether the competitor has a BOF Number
 - If competitor is a BOF member and can remember BOF number
 - Enter BOF number
 - Click 'Search' or press Ctrl+F (F for Find)
 - Screen shows Name, Age Class, Club – check with competitor. Type IND if no club.
 - Click 'Save'
 - If competitor is not a BOF member, or is but can't remember BOF number
 - Press tab to move down to enter Name
 - Then tab to enter Age Class. If competitor is in doubt about this, click 'Sex/Date of Birth', enter Sex and Date of Birth, click 'Update'. This will work out the correct Age Class for you. If only Year of Birth is known, use 01/01/yyyy – eg 01/01/1998 – that will get the right Age Class.
 - Then tab to enter Club. Type IND if no club
 - Click on Save or press Ctrl+S
 - If you have entered the name in all lower case you will be asked if you want upper case for first letters. Say Yes.
 - Note that there is no need to enter Course – SiTiming will work that out at download time.

When competitors have finished, Helper 1 until 19:00, then Helper 2 until 20:30

- Tick off returned SI cards on the hire card list
- File returned SI cards in plastic holders

Instructions for Helpers

Start

**2 people to begin with, 1 after initial rush has died down
17:30-19:15**

Go to the Start already registered and ready to run (as you will be started by the other start official or the Organiser).

Set up the start. The Start comprises two taped boxes on the ground and normally 4 (O, LG, G, BI) or sometimes 5 if there is a Short Green set of pre-marked maps. Yellow course maps are issued at Registration.

Start times are not pre-allocated. Competitors start at 1 minute intervals with a punching start.

If busy, it may be helpful to get people to organise themselves into separate queues for each course.

Helper 1

Call up one person for each course colour at 1min. intervals.

Check that their SI cards have been cleared and that they have a whistle

Helper 2

If necessary give instructions about the location and positioning of the maps, and where the start kite is etc.

Remind competitors about any safety issues and courtesy to members of the public.

Set people off on the 'bleeper' at 1min. intervals.

Equipment:

Start clock or watch synchronised with GMT/BST

Shelter – for helpers, if raining

Clear, Check and Start Boxes - (Planner provides) – to be passed to the SI team, as soon as the Start closes, for a safety check,

Tape, pegs, canes

Start signs

Bag of spare whistles

Instructions for Helpers

Finish

1 person 18:15-19:15

1 person 19:15-20:30 or until Organiser confirms last finisher

Only one person is needed if finish is within sight of download/registration - to make sure the finish control has been punched and remind people to go to the download tent.

Equipment:

Finish Control Box – supplied and positioned by the planner – to be passed to the SI team as soon as the Finish has closed.

Finish sign and/or DEE banner

First Aid rucksack

Instructions for Helpers

Computing & Results

Red tunnel tent, opposite end to the SI Card Hire

SI Coordinator: 17:15-19:00 & 20:00-20:30

Deputy SI Coordinator: 19:00-20:00

Read this section in conjunction with the document: "Computer task list for DEE Summer Evening Events" on the Event Resources webpage in the SI Coordinator section.

The Organiser will need to liaise with the SI Coordinator (SI Coordinators usually sign up for events well beforehand - check on the Event Officials list on the webpage to make sure who your SI Coordinator is) and recruit the Deputy SI Coordinator in addition to the SI card hire/return and Hire Card Entry by Punch helpers (page 9).

The SI Coordinator brings all the computing equipment. The Organiser brings the DEE red tent.

Shift 1 17:15-19:00

- SI Coordinator sets up kit, covers early downloads, retrieves hired SI cards, makes system backups, troubleshoots alongside Shift 1 Helper 1 SI Card Hire & Return (page 9) and Helper 2 Hire Card Entry by Punch (page 9)

Shift 2 from 19:00-20:00

- Deputy SI Coordinator: Download, retrieves hired SI cards, makes system backups and, once start has closed, processes safety checks. Shift 2 Helper 1 SI Card Hire & Return (page 9).

Shift 3 from 20:00-20:30

- SI Coordinator: Download, retrieves hired SI cards, makes system backups, final safety checks alongside Helper 2 SI Card Hire & Return (page 9)

NB: Sometimes the SI Coordinator is happy to work throughout and not run, in which case the Deputy SI Coordinator is not needed. Check this before the event.

Equipment

The SI Coordinator, Shift 1 Helper 1 SI card hire & return, Entry by Punch Helper and Organiser are required to put up the DEE red tent.

The SI Coordinator sorts out collection of the equipment from the previous event or from the Harris' garage. This includes the SI cards, tables & some chairs.

The Organiser brings tent (unless there are indoor facilities)
Organiser tells helpers to bring a chair

The Organiser prints blank lists of SI card numbers hired out - link to the lists are in the SEE Documents section of the Event Resources web page.

Appendix 1 Summer Evening Series Example Helpers List & Information Sheet

Task	Times	Helper(s)	Comments
Car Parking	17.00 - 19.00	1.	
Enquiries	17:00 onwards	1. 2.	Second helper if possible to walk newcomers through registration, explain map & accompany through start.
Registration	17:15 - 19:15 17:15 -	1. 2.	When initial rush dies down, one helper goes for run. Other helper when registration closes.
SI Coordinator	17:15-19:00 SI Coordinator 19:00-20:00 Deputy SI 20:00-20:30 SI Coordinator		Set up & Trouble shooting. Event backups, safety check after 19:15 Event backup, safety check, shut down
SI-card Hire and Return See helper's notes	17.15 -19.00 19.00 - 20:30	1. 2.	Help set up tent. Check reg'n complete; write SI No. on form; give out SI card & tick No. on Hire Card list. Have box of SI cards & Hire Card List. (Helper 1 on p9). From 7.00, mostly checking returned hire cards back in.
Hire Card Entry by Punch	17:15-19:00	1.	Help set up tent. Enter hire card into computer. (See p9 Helper 2 for full instructions) From 19:00 last few entries done by Deputy SI Coordinator
Download	18:15-19:00 19:00-20:00 20:00-20:30	SI Coordinator Deputy SI Coordinator SI Coordinator	Download & retrieve hired SI cards Download & retrieve hired SI cards Download & retrieve hired SI cards
Start	17:30-19:15	1. 2.	Second helper required for initial busy period. Remaining helper started by the Organiser at 7:15.
Finish	18:15-19:15 19:15-20:30	1. 2.	2 helpers unless the finish is adjacent to Assembly/Registration.
Marshal (if necessary)	17:45-18:30 18:30-19:15	1. 2.	See competitors safely across road crossings
Control Collectors (3 minimum)	From 20:30 or before if all competitors have finished.	1. 2. 3.	Should include current & next planner
First Aiders		1. 2.	Complete accident report form in rucksack are completed if treatment is required

Helpers get free runs but must complete an entry form, go to registration & collect control description sheet.

Officials mobile phone numbers

Organiser:

Controller:

Planner:

SI Co-ordinator:

Car Parking: Free/Pay

Map Scale(s):

Distance/time to Start:

Location of Toilets:

Appendix 2

SEE Organisers Equipment Checklist

This kit is passed on from event to event. Some items may not be necessary for your event but should be passed on to the next organiser. **This is not an exhaustive list.**

Road Signs

Road Direction and parking signs
'Caution Runners' road signs if necessary

First Aid Rucksacks (2)

Check contents. Make sure that there are blank British Orienteering accident forms in the rucksacks

Registration and Start Time Allocation

DEE banner
Enquiries table, boards and leaflets
Large board listing today's courses with distances & technical difficulty
Large board outlining the registration procedure
Sign showing where SI card hire is
Signs for car windows indicating where to enter (pay & get Description sheets and Yellow maps in exchange for the entry form)
Cash Float & box to keep it in
Orange SI card hire tokens - usually stored with SI cards so get from SI Coordinator on the day
Waterproof pens with clipboards
Receipt Book - groups often require a receipt
Box/container for Entry forms

SI Card Hire

SI Coordinator provides SI Cards
Organiser prints blank lists of SI card numbers for hire

Start Equipment

Watch set to GMT/BST as appropriate or start clock
Digital display clock for pre-Start
Shelter for helpers - if wet
Clear and check SI boxes. Start box & start kite – provided & positioned by planner
Tape for marking route to start if required
Tape, pegs & canes for simple marking of -3, -2, -1 start lines

Finish Equipment

One finish box & kite – provided & positioned by the planner
'FINISH' sign

Results Equipment

Red DEE Tunnel Tent
Everything else provided by SI Coordinator

Road Crossing (if required)

Yellow marshal's jackets
Caution: Runners signs
Red/white tape in case of taped route to &/or from crossing point

Control Collectors

Tell control collectors to bring a mobile phone, head torch and bags or rucksacks to carry gripples, control boxes, control kites and gripples.
Gripple keys (ensure planner has enough in advance).

Appendix 3
Summer League Classes & Courses

Full details of the Summer League Galoppen Rules can be found on the DEE website.

Trophy	Age Class	Forest Course	Sprint Course
Senior Ladies A	W20+	Blue	Long
Senior Ladies B	W20+	Green	Short
Junior Ladies B	W18-	Green	Short
Senior Ladies C	W20+	Short Green/Light Green	Short
Junior Ladies C	W18-	Light Green	Short
Junior Ladies D	W16-	Orange	Orange
Junior Ladies E	W14-	Yellow	Yellow
Senior Men A	M20+	Blue	Long
Junior Men A	M18-	Blue	Long
Senior Men B	M20+	Green	Short
Junior Men B	M18-	Green	Short
Senior Men C	M20+	Short Green/Light Green	Short
Junior Men C	M18-	Light Green	Short
Junior Men D	M16-	Orange	Orange
Junior Men E	M14-	Yellow	Yellow