



Deeside Orienteering Club

**Colour Coded Events – Organisers' Guidelines
Using Sport Ident**

Introduction

Colour Coded Events (C4s), particularly the Summer Evening series, have increased steadily in popularity and can attract around 200 competitors. It is no longer practicable for one person to plan and organise such an event, get a couple of friends to help on the day and photocopy a sheet of hand written results. These guidelines are intended to achieve consistency in the running of Deeside events and to help organisers and their helpers meet the standards expected today.

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1. Others Involved

This is mainly the Fixtures Secretary, the Planner, the SI Coordinator and the Controller.

The Fixtures Secretary will negotiate the dates of events and obtain the key permissions, as well as registering with BOF and, in most instances, advertising the event. S/he will be able to advise on insurance and other external matters. The Organiser may need to deal with some local permissions such as parking, etc.

The Planner will plan the courses, identify any out of bounds areas, draw up map corrections and master maps if not pre-printed, produce control description sheets and deal with putting out and monitoring controls. However, the Organiser needs to liaise closely with the Planner on the siting of Start and Finish in relation to car parking and Registration in order to minimise any logistical problems. The Planner can also reasonably be asked for help in collecting controls and getting out of the area at the close of the event.

SI Coordinator helps to find team, connects & tests network, supervises SI team at event; handles queries & changes to control numbers; checks that all starters have finished; and takes backups during event.

The Controller is accountable for the *overall* running of the event and as such may be called upon to advise and support the Organiser.

2. Organisers' Responsibilities

6 weeks before the event:

- Confirm permissions are in order and obtain any others needed (e.g. parking).
- Relevant documentation will be provided by the Summer Evening Coordinator but, if needed, collect area file from Summer Evening Coordinator or Fixtures secretary.
- Inform police if appropriate.
- Decide on numbers of helpers and recruit leaders of key jobs (Reg., Start and Data Entry).
- Liaise with the Planner as above.
- Download and fill in Risk Assessment form and sign it – http://www.britishorienteering.org.uk/images/uploaded/downloads/events_forms_riskassessment.doc – See sample from Coordinator.
- If needed, check with Coordinator whether a toilet is ordered.
- 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 SI Coordinator on this.
- Draw up and distribute written instructions for helpers. You can use sections 5 to 10 of these notes
- Ensure equipment needed is available and arrange to collect it from Mike Smithard or the previous event.
- Get Controller to check and sign the BOF Risk assessment forms.

1 week before the event:

- Collect/sort equipment and make good any deficiencies.
- Ensure that the First Aid boxes are complete; site one at Registration, the other at the Finish (there is a sign to tell people this). Appoint a First Aider if one is available.
- Event Safety – read Appendix 1 and check how far it applies to your event.
- Check/prepare registration/start/finish/results materials. Make sure you have enough maps.
- Check if there is a water supply for the orange juice.
- Prepare signs as necessary (also courses boards, unless the Planner is doing this).
- Remind landowners/wardens that event is on and confirm arrangements.
- Check with the Planner that maps and control description sheets will be ready and in place. (Yellow maps will be handed out at registration and other courses will be available at the start.)
- Obtain a cash float for registration purposes (and for car parking, if necessary).

On the day:

- At home, make up 1 container of Orange Juice (3 litres orange + 15 litres water) and have 1 or 2 more ready with water in them.
- Put out road signs on your way to the event.

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- Allow enough time to set up and solve any last minute problems
- An hour before first start, synchronise the start clock to the same time as the SI stations. You can get this time by reading the display on the back of an SI station. The time on the start clock has no effect on the event results – they are calculated purely by the SI stations – but you should keep the start clock in synch so that any runners timing themselves on a Garmin etc. watch will get the same times on that as on their dibber.
- Avoid taking on a job yourself and be at the busiest point as the event progresses.
- About 15 minutes before the last start time return to registration – letting competitors start too late can be very disruptive if helpers are hanging around waiting for them to finish. It is probably best to firmly close registration at this point, sending helpers off for their runs and removing signs etc. If latecomers insist on a run you *can* sell them a map and let them time themselves, **but** Deeside will still be responsible for their safety.
- Visit the start after closing registration to let the helpers know when the last starter has gone, see them off on their runs and dismantle the start, either yourself or bring someone else to help.
- Ensure someone keeps the orange juice topped up and tidy; (plenty of rubbish bags).

After the event:

- Check that the SI Coordinator &/or the Web Team have posted the results on the DEE website.
- Print copies of results from the website for any runners that request a hard copy and post them.
- Write the Organiser's comments, and collect comments from the Planner and the Controller. Merge them all into the downloaded pro-forma Word document
<http://www.deeside-orienteeing-club.org.uk/resources/Event+Officials+Comments+Proforma.doc>
and either send that to the Web Editor or, if you're on the list of privileged 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 BOF Risk Assessment Forms
 - A completed accounts sheet – check the current form on the website
<http://www.deeside-orienteeing-club.org.uk/resources/Event+Accounts.xls>
Note any changes of mileage rate – currently 21p per mile.
 - Cash and/or cheque(s) as appropriate
 - 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 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!
- Return the area file (if used) to Summer Evening Event Coordinator.
- Send a copy of the results to landowners, officials etc and write on a note of thanks.
- Go on holiday.

The rest of this document covers the main areas of activity and it is intended that you will be able to copy them individually for helpers (and team leaders if appropriate).

3. Enquiries and Registration

Enquiries:

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. It is a useful location for results envelopes and for the sale of red pens, etc.

'In a nutshell', competitors will turn up; complete an entry form; pay and get a description sheet (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.

The registration process requires BOF members to write their BOF numbers on their Entry Forms (see below). A folder containing lists of BOF numbers for members of DEE, MDOC, MEROC, ODR, POTO and SELOC should be held at Enquiries. Non-BOF competitors should ignore this part of the process.

One person should be sufficient to carry out the above jobs.

Equipment is currently held and maintained by Barbara Jones.

Registration Procedure:

- **Everyone** will have to fill in an Entry Form for safety reasons and for BOF insurance. A form and an explanatory sheet has been created for this (see separate sheets). These should be given out as people come in to the car park. As well as giving out enough forms for each participant, the helper should ask if any of them are novices, so as to give out the appropriate information. There is an additional form for schools/groups so that all can be entered onto one form by the leader.
- Some people, possibly a lot, (if schools and groups turn up) will have to hire an SI card so we may need the large box of 'Schools' SI cards as spares as well as the small Curver toolbox of DEE SI cards. You will need lists of the SI card numbers for allocation - available in the 'dibber' box, or download from <http://www.deeside-orienteering-club.org.uk/resources/SI+resources.htm#SEE+Docs>.
- There is a 'HOW TO ENTER' board with a slot for the procedure notice to go in.
- There is a notice to go on the car window for Registration.
- Registration needs 2 people to: collect entry forms, give out maps & description sheets (and optionally SI card hire tokens) and take the money; plus check that if 2 or more run together or somebody shadows a runner, then they also have put their name on the form
- The SI tent needs, in addition to the SI Coordinator, another 3 people on the early shift to allocate the hired SI cards, enter details into the laptop and do download. For the late shift, the SI tent needs 4 people – 2 for SI Card Hire, one to stand in for the SI Coordinator (who will have gone for his/her run), and one other.
- Most events will use a first come first go format at the Start; where large numbers are expected, such as at Delamere, start lists can be used to allocate competitors to 15 minute blocks to avoid queuing at the Start.

Instructions for Helpers

Car Parking & Entry Forms

One or two helpers:-

- 1. Collect parking fee if necessary.**
- 2. Give out entry forms to each participant**
- 3. Ask if a novice and, if so, give them an explanatory sheet also.**

Instructions for Helpers

SI card Hire

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

Equipment:

- small Curver toolbox of DEE SI cards
- large flat transparent box of SI cards (as spares)
- lists of SI card numbers
- pen
- laptop and master station (set to Add Entry by Punch)
- tubs for entry forms and SI card hire tokens.

Helper 1:

- check entry form is complete, allocate SI card and enter number on entry form
- ask competitor to put their SI card in the master station
- read SI number, Name, Club, and Age Class to Helper 2
- tick correct number on SI card list
- retain entry form and SI card hire token.

Helper 2:

- check that the 'Add Entry by Punch' screen is open on the laptop showing as connected to master station.
- after the SI card is 'dibbed' check the card number shown corresponds with what is read from the entry form and that the card is shown as belonging to DEE
- ask for BOF Number
- if competitor is a BOF member
 - Enter BOF Number
 - Click 'Find BOF Number'
 - Screen shows Name, Age Class, Club – check with competitor. Type IND if no club.
 - Click 'Save'
- if competitor is not a BOF member
 - 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'
 - then tab to enter Club. Type IND if no club
 - then tab to enter Course (only 1st letter necessary)
 - Press Enter or click on Save
- if you have entered the name in all lower case you will be asked if you want upper case for first letters. Say Yes.

Either helper when competitors have finished: tick off returned SI cards on the hire card list

Instructions for Helpers (2): **Registration – All SEEvents**

Entry forms will be given out in the car park, with a few available at Enquiries. In general, we are using pre-printed maps so the tasks are: for 2 people

1. Check the entry form – check all relevant details are on it, including their full first name (and anyone going with them) – for our new insurance.
Please make sure to collect all group forms & that they are legible!
2. Collect the entry fee - Seniors (M/W 21 & over) - £4 OR £4.50 if not a member of an O-club (blank on entry form); Juniors - £2 N.B. Helpers now go free again! All plus 50p if hiring an SI card.
3. Give out a description sheet (& a map if necessary), plus SI card hire token if hiring.
4. If using own SI card: retain entry form. If hiring: pass entry form back to competitor to take to SI card hire.
5. Extra maps for pairs, shadowing etc. - £1 if overprinted, 50p if blank.
6. If the Organiser provides start lists, use these to allocate competitors to 15 minute time blocks to avoid queuing at the Start.
7. When Registration closes, but not before, pass entry forms for those with their own SI cards to the SI team in the red tent.

If we run out of maps ask returning runners if we can have their map to recycle it.

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Equipment required for Registration and Start Time Allocation:

- 1) Entry forms – in registration box – printed in bulk via the summer evening coordinator.
- 2) Large board listing courses with distances & technical difficulty
- 3) Large board outlining new registration procedure
- 4) Signs for car windows indicating where to pay & get control descriptions (& maps, if necessary) in exchange for Entry Form (both provided by planner – ensure there are sufficient).
- 5) Box/container for Entry Forms
- 6) Cash float
- 7) SI card hire tokens
- 8) Receipt book
- 9)
- 10) Start lists (only needed for large events)

4. Start

A minimum of 2 helpers is needed to run the start. Helpers can start themselves after the last competitor has gone so go to the Start already registered and ready to run.

The Start comprises two taped boxes on the ground and normally 5 sets of pre-marked maps.

Instructions For Helpers

Start

Set up the start, including tent if weather bad. May not be timed starts as such because using a punching start so you may want to set up 6 'lanes' for this or do it 'ad hoc' like MDOC.

Helper 1.

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

Check that their SI cards have been cleared.

Helper 2.

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

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

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

Start Equipment:

- Start clock or watch synchronised with finish clock
-
- Porta-shelter – for helpers
- Clear, Check and Start Boxes - (Planner provides) – to be passed to the SI team as soon as the Start closes.
- Tape, pegs, canes
- Start signs.

5. Finish

- Only one person needed – to make sure the finish control has been punched and remind people to go to the download tent.

Finish equipment:

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

6. SI Tent: SI Card Hire, Computing & Results

Please read this section in conjunction with the document:

“Computer task list for DEE SEEvents with SI using Autodownload”

You will need to liaise with the SI Coordinator and have 2 shifts of 3/4 people available to issue hire cards and download results.

Shift 1 – SI Coordinator & 3 helpers:

Shift 2 – 4 helpers - one of whom has sufficient knowledge to stand in for the SI coordinator later on.

See the Helpers List and Information Sheet. (A separate document)

N.B. It is essential that download check the screen to see if the downloaded card is a DEE hire card, and if so collect it, then pass it back to the SI card hire position to tick it off against the list of cards hired out

Equipment

- Make sure the computing equipment is obtained from the previous event (or exceptionally from storage at Chris Calow's house). The document “ Computer task list for DEE SEEvents with SI using Autodownload” will give more details as to who does what.
- Provide shelter for it - there is a tunnel tent to house it all on the day.
- Table(s) and chairs; helpers may need to bring extra chairs
- list of SI card numbers hired out.

Helpers Instructions

From SI Coordinator

Also see SI card Hire Instructions on page 7.

Put up the results occasionally and/or provide live results on the spare laptop when SI card hire closes.

Appendix 1 – Event Safety BOF Guideline 11

GUIDELINE 11

EVENT SAFETY

G11.1 Introduction

Orienteering involves people with a wide spectrum of physical abilities making their way across hazardous and challenging terrain. Despite this, the incidence of serious injury is relatively low.

The responsibility for competing safely will mainly be the competitor's (Rule 1.7.1), and this can be highlighted in event handouts, but the organising team have the responsibility to avoid putting the competitor in an unreasonably hazardous situation. The safety of non-competitors in the area should also be remembered (eg frightening horse-riders by jumping out of a thicket).

It will never be possible to run a perfectly safe event but Organisers should be aiming to minimize sources of hazard and, if an incident occurs, be prepared to deal with it in a calm and effective manner.

For all events, from the smallest to the largest, it is important that the organising team consider, before the event, the main safety issues and how to plan safety into the event. Some clubs appoint a Safety Officer to specifically consider all relevant issues. The Controller should be satisfied that appropriate steps have been taken to deal with those issues.

It is worth mentioning (Rule 1.3.5) that Organisers have the right to impose whatever additional rules they think appropriate for an event, provided that competitors are clearly notified (preferably in pre-race information and prominently at the event). Whilst this right will only be used occasionally, Organisers should be confident that they can require competitors to follow specific instructions where to do otherwise would compromise safety.

If a specific instruction is given then steps should be taken to ensure that it is being followed. For example, if you say whistles are compulsory, then you must check that they are being carried by all competitors.

G11.2 Weather conditions

Obviously the extremes of heat and cold (especially wet cold) are the main dangers. Drinks controls / points on longer courses may be necessary rather than just desirable. Consider whether additional guidance or rules on clothing are needed.

G11.3 First Aid cover

It is fairly routine for orienteering events to request cover by one of the voluntary organisations, eg St. Andrew, St. John and the Red Cross. If they can attend, then they will be able to judge how many helpers to bring along. They invariably perform an excellent service in dealing with competitors at or near to the finish area. Make a generous donation!

Smaller events (and, for example, training / coaching sessions) may not be able to justify calling in such support. It is therefore essential that these events have, at the least, an adequate First-Aid kit (including some means of staying warm, eg a sleeping bag) and, preferably, a qualified First Aider (give them a job with the finish team so that they are easily located). See Rule 1.7.3. Clubs could usefully identify members who are qualified and able to help – and put on training courses where necessary.

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Some larger events have had a doctor standing by during the competition time. Given the sheer numbers attending, for example, the JK weekend, this may be a sensible precaution. In more challenging terrain it may be helpful to ask whether a mountain rescue team can be available on the day. In an emergency the decision of whether to call them out is one for the police.

Organisers should know the location of the nearest accident hospital (is it open at weekends?). A mobile phone can be helpful in summoning assistance without having to find a phone box.

G11.4 Terrain

The dangers of a particular type of terrain will generally be known to local inhabitants and to local orienteers so check with them, eg for old mine shafts etc. Don't assume that all orienteers will follow the best route between controls; even hazards well away from the expected routes should be thought about. See Rule 1.7.5 for marking hazards.

G11.5 No whistle / cagoule, no go?

Few topics are more likely to cause debate! Rather than join in the debate here, the following points are offered by way of advice:

Do explain your position in the pre-race information and prominently at the event so that everyone is quite clear about your requirements. The whistle is only of use after an accident / incident – as well as making sure that competitors are carrying them, have you ensured that they know when (and when not) and how to use them? As with all such safety matters, the decision on whistles and cagoules rests with the Organiser (see Rule 9.1.3). The role of the Controller is to approve the decision (or disapprove and ask that it be reversed).

G11.6 The use of electrical and other equipment

Equipment which is designed for outside use will tend to be safe provided that it is used appropriately and by people who know what they are doing. There is more danger from domestic equipment used 'in the field'. If in any doubt, seek qualified advice.

The siting of control canes and punches should aim to reduce the chance of competitors falling on them.

G11.7 Roads and traffic

The approach and exit routes of competitors should be looked at and, if necessary, discussed with the local traffic police.

Road crossings on a course may need marshals, depending on the visibility at the crossing, the weather, the age of competitors and the traffic density. The marshals are there to stop the competitors, not the cars; even so they should use high-visibility clothing.

G11.8 The use of radios

Unless the competition is small and being held in a very compact space it is unlikely that the officials can easily communicate with each other. Radios can be useful in making an event run more smoothly; when there is any sort of incident they are invaluable.

G11.9 Checks for finishers

It is only possible to check for finishers if a 'check' has been made for starters, eg by ticking starters off on a pre-printed start list or by using control card stubs.

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Ticking starters off should produce an accurate start list (what about late changes?) but it is logistically difficult to match control cards from finishers with the list.

Use of the control card stub should mean that the registration number of the competitor's vehicle is available, but only if the starters are vigilant about getting them filled in.

The stubs are then matched against the control cards handed in at the finish. In theory, any unmatched stubs represent competitors out in the forest. However, experience has shown that this system is not foolproof. It works best in good weather with a small event and an efficient finish / results team. In bad weather with lots of wet cards it can be difficult to guarantee that the system doesn't produce outstanding stubs for people who have actually finished, or fail to spot someone who has been out for a long time.

Many events therefore tend to use the 'buddy' system. This supposes that most competitors do not travel alone and one of their companions will inform the organisation when a competitor has been out too long. It has the advantage that the 'buddy' knows the missing person and can give a description.

For those traveling alone the enquiries tent or registration should be able to record their details (on a control stub?) and, preferably, relieve them of something valuable such as their car keys so that there is an incentive for the competitor to report back. Unless the Organiser declares otherwise, the use of this reporting out / reporting back system is optional. It does no harm to remind competitors in pre-event information of their obligation to report back:

“Once started, you must report back to the finish”.

If a competitor is identified as not having finished then the Organiser must make a decision as to whether they are simply a bit overdue or seriously missing. Either way, the Organiser will want to get some preliminary information about the competitor, eg age, appearance, experience, course, start time etc.

If overdue then it could be appropriate to just wait – the lost competitor will almost invariably appear, having come to no harm. The competitor's friends might want to go and look; this may be a good idea provided that they have a copy of the right course and they are not likely to become missing themselves. They should only set out with the Organiser's permission, adequately equipped and with clear instructions about returning by a certain time.

If the Organiser feels that the competitor is missing and that there are genuine reasons for being worried then they must be prepared to take positive action.

G11.10 A missing competitor

Organisers should consider the following questions when deciding what to do.

1. *What factors should influence whether or not we search?*

- Age / experience of the competitor
- Density of competitors still in the forest
- Amount of daylight left
- Nature of the terrain
- Car left in car park
- Elapsed time
- Weather now and forecast
- Time of year
- Known medical condition

2. *What should we do then?*

Try and build up as much 'intelligence' as possible. Check obvious places and, if using stubs, verify the administration again. Get a good description of the person, both physical and psychological. Alert potential searchers, control collectors and others. Deal with the needs of friends and relatives. Quiz finishers to check if anyone has seen the missing competitor or anything unusual.

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3. *Who should be doing what?*

It is essential that the structure for this has been worked out before the event. Tasks to be done include:

- Gathering the intelligence
- Controlling the progress of the initial search
- Team leaders for search teams
- Liaison with other organisations (eg police, mountain rescue).

4. *How should we conduct a search?*

This depends on the environment and the nature of the problem. The deployment of searchers must be based upon probabilities and the terrain:

Probabilities Terrain

Which areas have the highest probabilities of containing the competitor?

A field may have the same area as a piece of woodland but can be covered much more quickly by a smaller number of searchers.

Allocate searchers accordingly.

There are two methods of search to consider:

Ribbon searching – this only covers linear features and the land on either side. A competitor injured in the middle of a thick block of forest may still be found by ribbon searching if they use their whistle or shout for help. Following the competitor's course is a sort of ribbon search but it is difficult whenever there is a route choice.

Sectoring – this involves a comprehensive sweep search of selected pieces of land. It is very slow and labour intensive - probably requiring more people than you will have available.

The reality of searching is that, if the missing person is unconscious, it will take a very long time to locate them in the sort of terrain that we use.

The search must be monitored closely to avoid duplication or omission. Any feature that cannot be 'cleared' must be noted, eg a mine-shaft. A map showing the progress of the search should be kept. If the area is not bounded by a good physical feature then consider the possibility that the person has strayed out of the vicinity completely. If there are perimeter or access roads then a quick tour by car may intercept the lost competitor.

If and when the missing person is found, it must be possible to recall the searchers.

5. *When should we contact the police and what sort of response should we expect?*

There is no simple answer but, in general, the police will appreciate early notification, even if you are not actually requesting help at the time. Their response will depend on the circumstances - they will decide whether to alert mountain rescue if you are in a suitable area or to start to gather searchers, based upon the information which you supply. It is important that you give as many details as you can of the situation and the missing person including, for example, home telephone number, car registration number etc.

Although an officer may attend reasonably quickly it can take a significant length of time for them to mobilise any number of helpers. Even when help does arrive, the expertise of orienteers to navigate precisely over complex terrain, even at night, should be remembered.

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6. *While the search is underway, what should be happening?*

The searchers themselves may have already had a long and tiring day. If the weather is bad, are they suitably prepared or will they become casualties themselves? Are the friends / relatives of the missing person being looked after?

Is there someone briefed to deal with the press (in consultation with the police)?
Are the searchers' families being informed that they will be late home?

7. *What pre-event preparation should be carried out?*

The organising team and the Controller should discuss plans for meeting various crises. One of these crises is the overdue competitor and everyone involved should be aware of their responsibilities should the situation occur. Members of the organising club (perhaps the control collectors as a minimum) should be alerted to the fact that they should not leave for home until everyone has been accounted for. If appropriate, they could be asked to bring head torch, food and suitable clothing – just in case.

Radios will make a big difference to the efficiency of the search but make sure that the batteries are not running down at the end of the day just when you most need them.

Potential danger points of the terrain should be thought of and, above all, the competitors adequately prepared for the event you are offering.

All clubs should ensure that their members are aware of the basic safety rules associated with orienteering. Running a search exercise for a missing competitor is informative and prepares the whole club for the day when it may be for real.

G11.11 **Finally**

The list of potential safety problems is very long and could cause Organisers a few sleepless nights. Orienteering history has many tales ranging from contaminated drinking water to clay pigeon shooting competitions, over-zealous soldiers (to put it mildly), winter hurricanes forecast to hit the forest half way through the day, be reassured that, if something like this happens to you, then it will live in the collective memory for a long time and you will have added something to the sport's folklore!

Appendix 2 – Insurance



**British
Orienteering
Federation**

MEMORANDUM

From: Don Locke, Secretary General.
To: Club and Association Secretaries
Date: October 20th, 1999.

BOF LIABILITY INSURANCE

The following important information comes from our Insurance Brokers:

On 26 April 1999 the Civil Justice system was amended to reflect a number of changes now known as the Woolf Reforms, the purpose being to resolve disputes more quickly but without necessarily having to resort to litigation. For personal injury claims in particular, the consequences for sport and recreation are considerable.

If an individual (the claimant) sustains an injury he or she has up to three years to issue a claim (formerly a writ) against another individual or club (the defendant) considered to have been negligent in causing the injury. The defendant has only 21 days to acknowledge receipt of the claim and a further 90 days either to accept or deny liability, and, in the case of a denial, to produce supporting documentation and evidence.

Failure to observe these timescales could give Insurers an opportunity to limit or even deny indemnity which, of course, could have serious ramifications for the defendant.

That being the case, all those involved in sport are now required to report to their Insurance Brokers every incident, particularly those involving a personal injury, which could give rise to a subsequent claim. This will ensure that detailed records are kept, so that in the event of a claim a defence may be more quickly and accurately mounted.

There are two important aspects to this:

☐ Claims under our insurance policy need to be handled by our Brokers, who now need to respond within three weeks of receipt of a claim (receipt by us, not by them). So BOF office needs to know of any claims *within two weeks*, so it can inform the Brokers. **It is essential that any BOF member or club who receives formal notice of a claim forwards this to BOF office immediately.** Failure to do so may invalidate your insurance cover. Formal notice of a claim will normally be in writing, e.g. a letter to the event organiser, but it need not be. Mere threats to sue do not count.; a quiet but determined phone call probably does.

☐ Our Brokers will need to keep detailed records of 'even, incident, particularly those involving a personal injury, which could give rise to a subsequent claim' so they can respond quickly and appropriately to any claim. This requirement is widely regarded as excessively bureaucratic and probably unworkable: almost any incident might possibly give rise to a claim; and event organisers cannot report incidents or injuries they do not know about. But **if a significant incident, and especially an injury, is reported it is essential that the details are recorded and forwarded to BOF.** The guidance is that this should apply to any injury which, in a place of employment, would be recorded in the Accident Book.

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BOF will shortly be issuing an Incident Reporting Form with its Event Registration forms, to be completed and/or copied as needed. These may well be inadequate for use by major or multi-day events, who may want to develop their own report forms, or come to an arrangement to use information supplied by whoever provides them with First Aid cover.

This is a good time to remind everyone that BOF insurance is liability insurance only. It covers everyone - members, clubs and BOF - in the event of a claim arising as above in connection with a BOF-registered event or other BOF recognised activity (e.g. use of permanent courses, including use by members of the general public). It is **not** medical or accident insurance in the normal sense, nor does it ensure property against damage, fire, theft, loss, etc. - unless someone makes a claim against us. If someone breaks a leg or damages their car through bad luck or their own stupidity, they have no claim and there is no cover. But if they can show that it was due to the event organisers' negligence or incompetence then they have a claim against us, and we are covered.



INCIDENT REPORT FORM

Club: _____ Event/Activity _____

Location: _____ BOF ER No _____

Date: _____ Approx. Time of Incident: _____

PERSONAL INJURY

Nature of Injury: _____

Treatment Given: _____

Name of Injured Person(s): _____

BOF No. _____ Age Class: _____

Address: _____

Tel No: _____ Occupation: _____

Circumstances / Further Information: _____

PROPERTY DAMAGE

Details of Damage: _____

Name of Owner (if known): _____

Address: _____

Tel No: _____ BOF No. _____

Circumstances / Further Information: _____

WITNESSES or PEOPLE REPORTING INJURY or DAMAGE

Name: _____

Address: _____

_____ Tel. No: _____

Name: _____

Address: _____

_____ Tel. No: _____

continued over:

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Has the incident been reported to the police?..... Details
of Officer/Station:

Was the injured person taken to hospital?

Hospital Name and Location:

Please outline any implied or actual threat of legal action:

.....

Who in your view is responsible for the incident?

Any Additional Information/Comment/Opinion (in confidence)

.....

To be completed by a BOF member:

The above information is correct and complete, to the best of my knowledge.

Name:.....

Address:.....

Phone: e-mail:

Club:..... BOF No.

Signed: Date:

Please note:

The BOF insurance policy provides public liability cover. It protects all BOF members, individuals and clubs, in the event of a claim arising in connection with any BOF-registered event or other BOF recognised activity. It does not provide accident, medical or property insurance (storm damage, fire, theft, loss, etc.), except in circumstances where these give rise to a claim for negligence or other liability.

However recent legal requirements mean that:

- 1) All injuries, accidents or incidents which could give rise to a claim must be reported to BOF office **within one week**. Any injury which, in a place of employment, would be recorded in an Accident Book, should be reported to BOF using this form or in some other written form.
- 2) Any BOF member or club who receives notice of a claim **must forward it to BOF office within one week of receipt**.

Failure to observe these requirements could invalidate the cover.

British Orienteering Federation, Riversdale, Dale Road North, Darley Dale, Matlock, DE4 2HX.
Tel: 01629734042 e-mail: bof@bof.cix.co.uk

Appendix 3. - Entry Forms and Competition Notes

For your information only – normally printed in bulk via the coordinator but if stuck master copy available for download on the Deeside website. Also copy held on DEE - DELAMERE PC so that extras copies can be printed at the event if you need to.

EOD REGISTRATION & SAFETY SLIP

Entry will only be accepted if all details are complete & legible

Date							
SI e-card number	Tick if hired	First Name	Surname	Club (if any)	Course	Age class (if known) or M / F + birth year	BOF number (if member)
Safety/Insurance information							
Car registration no:		First name and surname of anyone shadowing or competing with the person named above:			Hiring an SI card or came to the event alone? Please give address & telephone number:		
Competitors take part at their own risk. You <u>must</u> return to the finish/download, even if you retire.							

EOD REGISTRATION & SAFETY SLIP

Entry will only be accepted if all details are complete & legible

Date							
SI e-card number	Tick if hired	First Name	Surname	Club (if any)	Course	Age class (if known) or M / F + birth year	BOF number (if member)
Safety/Insurance information							
Car registration no:		First name and surname of anyone shadowing or competing with the person named above:			Hiring an SI card or came to the event alone? Please give address & telephone number:		
Competitors take part at their own risk. You <u>must</u> return to the finish/download, even if you retire.							

DEESIDE O.C. SUMMER EVENING EVENT: Entry & competition notes

There are usually six colour coded courses: Yellow, Orange, Red/long Yellow, Light Green, Green, and Blue. Decide what course to run – if unsure, a member of the Enquiries team should be able to advise. Then carry out the following steps:

Complete as much of the attached entry form as you can. The address and telephone number won't be held in our computer database, but are needed in case we have to contact you about lost SI cards etc. Proceed to the registration car for the course you wish to run and hand in your form. Depending on whether or not you have your own e-card :

If you don't have your own SI card, you will need to hire one for 50p, so:

- The registration official will take your fee (entry plus SI card hire) and give you
 - A control description sheet for your course
 - An SI card hire token
 - Your entry form to take to SI card hire.
- Now proceed to the SI card hire desk in the computer tent. An official will allocate an SI card to you and insert its number on your entry form. The cost of renting an SI card is 50p – but don't lose it as we have to charge you £30 to replace it!

If you do have your own SI card:

- The registration official will take your entry fee and
 - Give you a control description sheet for your course
 - Retain your entry form.

Now proceed to the start and, on the way or when you get there, insert your SI card into the labelled control box to clear it. (Wait until it beeps and flashes at you.)

You will be called to the start line when a time slot becomes available for your course. The start team will check that your SI card has been cleared properly. When told to go, run to the 'start station' and insert your SI card again then pick up the correct map for your course (competitors on the Yellow course will be given their map at Registration). Proceed to the start kite and start your run.

'Punch' each 'control box' as you follow your map, in number order.

After you have run make sure you go to the computer tent to download your times - even if you didn't finish.

Return your hired SI card at the download station.

Entry fees: The entry fees are £4 Seniors, (£4.50 if not an O-club member) and £2 Juniors (M/W20 and younger).

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Appendix 4 - Start Lists – Summer Evening Events

Time	Yellow	Orange	Lt Green	Time	Yellow	Orange	Lt Green
17:46				18:31			
17:47				18:32			
17:48				18:33			
17:49				18:34			
17:50				18:35			
17:51				18:36			
17:52				18:37			
17:53				18:38			
17:54				18:39			
17:55				18:40			
17:56				18:41			
17:57				18:42			
17:58				18:43			
17:59				18:44			
18:00				18:45			
18:01				18:46			
18:02				18:47			
18:03				18:48			
18:04				18:49			
18:05				18:50			
18:06				18:51			
18:07				18:52			
18:08				18:53			
18:09				18:54			
18:10				18:55			
18:11				18:56			
18:12				18:57			
18:13				18:58			
18:14				18:59			
18:15				19:00			
18:16				19:01			
18:17				19:02			
18:18				19:03			
18:19				19:04			
18:20				19:05			
18:21				19:06			
18:22				19:07			
18:23				19:08			
18:24				19:09			
18:25				19:10			
18:26				19:11			
18:27				19:12			
18:28				19:13			
18:29				19:14			
18:30				19:15			

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Time	Red	Green	Blue	Time	Red	Green	Blue
17:46				18:31			
17:47				18:32			
17:48				18:33			
17:49				18:34			
17:50				18:35			
17:51				18:36			
17:52				18:37			
17:53				18:38			
17:54				18:39			
17:55				18:40			
17:56				18:41			
17:57				18:42			
17:58				18:43			
17:59				18:44			
18:00				18:45			
18:01				18:46			
18:02				18:47			
18:03				18:48			
18:04				18:49			
18:05				18:50			
18:06				18:51			
18:07				18:52			
18:08				18:53			
18:09				18:54			
18:10				18:55			
18:11				18:56			
18:12				18:57			
18:13				18:58			
18:14				18:59			
18:15				19:00			
18:16				19:01			
18:17				19:02			
18:18				19:03			
18:19				19:04			
18:20				19:05			
18:21				19:06			
18:22				19:07			
18:23				19:08			
18:24				19:09			
18:25				19:10			
18:26				19:11			
18:27				19:12			
18:28				19:13			
18:29				19:14			
18:30				19:15			

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Appendix 5 - Deeside Orienteering Club – SEEvent Accounts

VENUE: **DATE:** **ORGANISER:**

ENTRY FEE INCOME

Total entry fee income			£
No. of Vouchers		No. of half price helper runs (jun/sen)	/

PARTICIPATION	SENIOR*	JUNIOR*	*From results – needed for British Orienteering levy and statistics ((seniors are M/W21 and over)	Total no.SI controls and stations used
BOF Members*				
Non members*				

OTHER INCOME

Extra Map Sales (blank @ 50p, overprinted @ £1)	
Results Envelopes @ 30p	
Car Parking	
SI Card hire @ 50p	
Other	
TOTAL INCOME counted and signed for by:	
Where possible, checked by:	

EXPENDITURE (if paid by Organiser)

Wherever possible, please obtain a receipt for money paid out

Please give details of Organiser's, Planner's and Controller's expenses; mileage is paid at 21p per mile

Organiser's Expenses: e.g. Orange Juice, First Aid, Printing & Telephone	
Planner's Expenses:	
Controller's Expenses:	
Parking	
Other	
EXPENDITURE	
NOTIONAL PROFIT / (LOSS)	

For Treasurer's use only:

Land Access	Toilets	
BO levy		
Reserve		
TOTAL EXPENDITURE		
ACTUAL PROFIT / (LOSS)		

Please complete and return this form to Budha Majumdar, The Knoll, 41 Meols Drive, Hoylake, Wirral, CH47 4AF within **three** weeks of the event with:

- cheque(s) or cash (as appropriate)
- any receipts, invoices and free run vouchers
- one copy of the event results
- all EOD Registration/Safety or Schools forms
- a list of all helpers (this and the above are for insurance purposes) **Many thanks!**

Appendix 6 - SEE's Organisers Equipment Requirements - Tick Lists

According to the Organisers Guidelines the following is required:

Before The Event

1. Road Direction and parking signs
2. 2 'Runners' road signs
3. Deeside banner

Registration and Start Time Allocation

1. Large board listing courses with distances & technical difficulty
2. Large board outlining the new registration procedure
3. Sign showing where SI card hire is.
4. Signs for car windows indicating where to pay & get Description sheets and Yellow maps in exchange for the entry form
N.B. Maps, & Control description sheets are provided by the planner – ensure there are sufficient.
5. Cash Float
6. SI card hire tokens
7. Waterproof pens with clipboards
8. Receipt Book
9. Box/container for Entry forms
10. Start lists (large events only)

SI Card Hire

See Equipment list page 7.

Start Equipment

1. Start clock synchronised with SI Controls
2. Digital display clock for pre-Start
3. Porta shelter – for helpers
4. Start control and Clear box – provided & positioned by planner, Check box
5. Tape, pegs & canes for marking start

Finish Equipment

1. One control Box – provided & positioned by the planner
2. 'FINISH' sign
3. Orange juice (3litres of juice to 15 litres water)
4. Cups (200-250), table, water
5. Rubbish bags

Results Equipment

1. Tunnel Tent
2. Tables and chairs are responsibility of SI Coordinator

Appendix 7 - GUIDELINES FOR REVISION, USE AND PRINTING OF MAPS

Planners

Get master computer map file (OCAD file) from Mike Smithard and use this in conjunction with the Condes course planning programme to plot out the courses.

During the planning process, the planner may feel it is necessary to make map corrections.

N.B. Please note that planning 6 colour coded courses in Wales means that we attract a higher levy rate from WOA than if there are just 5 courses. For example, 96 competitors at the Northop SEE 2010 attracted a total levy of £6.00 as there were 5 courses available, 99 competitors at Big Covert SEE 2010 attracted a total levy of £39.30 as there were 6 courses (the red course only had 1 competitor!).

When the controller has agreed the courses with the planner the planner should arrange the printing with Robin Tilston. We do have a 2nd printer that resides with Tim Palmer.

Numbers of maps printed for an event should be worked out by considering the number of competitors on each course at previous events. Results from previous seasons can be found on the Deeside website (www.deeside-orienteeing-club.org.uk) under 'Club Events' of the 'Results' section.

Please also check 2 new documents online, under 'Event Resources' for Planners & Mappers in the Resources section of the website, called 'Background Information' and 'Flow Diagram'.

Organisers

If there are sufficient surplus maps at an event, overprinted maps may be sold at £1 each, blank maps at 50p each.

Mappers

No surveying to be undertaken without the written agreement of Committee.

Mileage may be claimed, currently at 21p/mile; other expenses must have the written, prior agreement of Committee.

Maps will not be revised unless significant changes to the area have taken place, or there are specific needs for a particular event, and Committee has agreed to a new version.

Printer

All maps printed should show the date of the most recent revision.

Receipts for expenditure on consumables must be submitted to the Treasurer for payment.

Revised by Sheila Hills March 2011