

EAST PENNINE ORIENTEERING CLUB
CHECKLIST FOR ORGANISERS OF INFORMAL/LOCAL EVENTS (LEVEL D)
(Note: not all actions will be needed for all events. It will depend on each area)

1 Obtain the relevant permissions - the Fixtures Secretary will have the details of the area. Ask previous organisers for hints/advice.

2 Visit owners and tenants to make yourself known, if needed.

3 Obtain a map from the Map Librarian to start planning. Note any map updates that are needed when you visit the area to check your control sites. Maps will need printing in advance, usually by a professional printer (we tend to use BML)

4 Decide where the car park is to be.

5 Decide start times. No need to make too long. 1 hour should be OK.

6 Send preliminary details to Fixtures Secretary. Also write short publicity leaflet to put on the website and in the Epistle. Make sure it is all done in good time.
Fees: Senior/Junior £5/£2? Pairs - charge as one entry but add 50p for each extra map required.

7 Decide where registration, start and finish should be. It is much easier if these are in the same place. It gets everyone together for a chat and cuts down on manpower. You don't need more than one on each - if in the same place, one person can just about do the lot.

8 Plan the courses. Use the following guidelines, 25 controls in total should be ample:

SHORT (White): 1.5 to 2.0 km. Very easy, routes entirely on paths and tracks or across parkland. Controls on paths junctions, fences, walls. Controls close together, preferably a control at each decision point, no route choice problems.

MEDIUM (Orange): 3.0 to 3.5 km. Slightly harder. Controls mainly on line features including streams, ditches. Routes possible mainly on paths but giving possibility of quicker alternatives involving cutting through woods. If point features used they should be prominent point features near significant line features.

LONG (Green or Blue): 5.0 to 5.5 km. As technically hard as the area will allow. Try to include some good legs including at least one long leg. Use 2-part (printed back to back) maps if necessary. In some small woods 2-part maps may be essential for this course. Do not hide kites. Try to avoid dangerous features or, if unavoidable, approach from a safe angle.

Ask someone experienced to check your courses.

9 Obtain from store and SI kit manager (not all items will necessarily be required):

- Kites
- Stakes
- SI boxes (including clear, check, start and finish)
- Gripples and Padlock keys
- Hire Dibbers
- Download/Splits Printer
- Clock for Start
- O Signs, including Registration, Start, Finish
- Tape
- First Aid Kit

10 Make sure maps and loose descriptions (if loose descriptions are being used) are printed – allow a week for delivery. Ensure descriptions are on the maps.

11 Arrange for a couple of experienced orienteers to be on hand to offer advice, especially if newcomers are expected.

12 ON THE DAY:

- Put out the O signs and controls.
- Set up registration, start, finish
- Registration. Record competitor details.
- Make sure you have a small float with change.
- Short course: Let competitors have their map before they start - hand it out at registration if necessary.
- Start. Let people start when they want but keep competitors a minute apart on the same course.
- Finish. Must man the finish in case of competitor injuries and to direct people back to the car park if required.
- Controls - collect all in as soon as all competitors finished.

13 Take all gear dry and clean (particularly tents and kites) back to store and place carefully away.

14 Send results to webmaster to put on the web site. Acknowledge and thank landowners/tenants in the results as needed.

15 Write thank you to landowners and tenants enclosing copies of results, if needed.

16 Four weeks after the event contact the Fixtures Secretary and volunteer to organise another event! Tell your friends how easy it is 😊

Updated June 2021