

## East Pennine Orienteering Club

### NOTES for ORGANISERS of REGIONAL (LEVEL C) AND NATIONAL (LEVEL B) EVENTS

***Note: Not all actions are needed for all events. Some of the more detailed elements listed are only required for larger Level B events and these events should only be organised by people who have previous experience. Most Level C events will require considerably less organisation and can easily be managed by an inexperienced Organiser with support if required.***

**The Fixtures Secretary must make sure the Organiser has a copy of these notes.**

Firstly, obtain as much information as you can from the Fixtures Secretary. This may include a map of the area, possible parking/event base options, information from previous events held at the same area.

Check out the Results page on the EPOC website to find all the details of the last event on this area. Speak to the event officials for any helpful information and advice. Note any issues.

Obtain permissions for use of the area. Ask around as there may be someone who can do this for you or have contact information to pass on. Permission will be dependent on who owns the land, e.g. private owner, Natural England, Yorkshire Water, Wakefield Council etc

Secure suitable parking and a sheltered dry base for entries and download. Indoors is preferable otherwise pop-up tents will be needed and a generator/remote power supply for the laptops.

Have look at the range of information sheets available on the website in the 'Information for Event Organisers, Planners and Controllers' tab. No need to re-invent the wheel!

Have a meeting/phone call/email with Planner (and Controller) to discuss parking, starts and finish.

Appoint team leaders. Ensure they know where to find the appropriate information sheets on the EPOC website (and encourage them to share with each of their helpers). The Organiser is also responsible for getting helpers for all the team leaders. Try to get helpers who are local to the event.

You will need team leaders for the following areas:-

#### **1. ENQUIRIES, BUDDY SYSTEM and REGISTRATION/ENTRY ON DAY (EOD)**

Also see separate information sheet on the EPOC website.

Team Leader and Enquiry Person need to know everything about the event. Enquiries need information for beginners such as giving advice what they need to do, knowing about future events, how to join the club and knowing the EPOC website address. Situated by Registration. Enquiries should be seen as an integral part of the Registration system. Need to be calm and collected.

#### **Entries**

Presently all events must be pre-entered to comply with BO Covid guidance, however it is expected that this requirement will be lifted at some point and EOD will be possible again.

The Organiser and the Download Team Leader must decide in advance of the event if they are going to use dibber registration for EOD competitors with their own dibbers, so the event details can reflect this and the competitors know what is expected of them. We have tried this system a few times and the consensus is it doesn't save much time in entering details and can cause queues. Therefore EOD registration slips and BO numbers may be as effective. All EOD competitors who are hiring a dibber need to hand their slips in to Registration who will then allocate a hire dibber and add the dibber number to the entry slip so the details can be entered manually.

Team Leader sets up system for registration with relevant notices, organises floats, card reader at least 1 hour before first start - people arrive very early and get in way if not dealt with quickly.

The registration team have to deal with many of the queries for the event - whereabouts of start, finish, distances, results - make sure they are well-briefed on all aspects of the event.

## **Buddy System**

EPOC suggests competitors who have travelled alone leave their car keys at Enquiries – this should be stated in the final details and you need a large notice to this effect at a point where all competitors will see it before they start. There is a key board to hang keys on. If any keys are left then Organiser/Safety Officer need to instigate a search plan. Check with Download first who is still out and on which course.

## **2. SAFETY**

Prior to the event, determine if any safety requirements are needed, e.g. compulsory carrying of whistles, cagoules etc.

If anyone is missing this would usually be identified by a friend or relative alerting an Official or because someone has failed to Download. The Safety Officer organises a search if they have not returned by a particular time which would be determined by the Organiser and Safety Officer based on the persons age, course, the terrain and weather in general, known previous orienteering ability, any known medical conditions etc. Ensure all team leaders know who is in charge of safety so that any reports of someone in need made to them are directed immediately to the Safety Officer. The Safety Officer will remain in position throughout the event. With winter moorland events contact the local moorland search and rescue team, not necessarily to have them attend the event but, to let them know an event is being held and ascertain how to contact them were there to be a search needed.

Use the downloaded BO Accident Report form (saved on the EPOC website) for any reported incidents which might result in a claim on the BO insurance. This would include any accidents with damage to persons or property.

**3. LOOS** If there are no indoor/permanent toilet facilities available then we need to hire portaloos. See the relevant Toilet sheet on the EPOC website. Loos must be provided.

**4. SIGNS** Someone needed for all road signs, signs in assembly area, signs to help competitors, and their dismantling. It takes much longer than is generally realised - not a job for the Organiser. Start Team Leader signs from assembly to Start. Planner tapes from last controls to finish. Finish Team Leader signs from Finish to download.

**5. CAR PARKING** see information sheet. At a larger event this may include siting of Registration, Toilets, Download and Results. At very large events there may be shops (orienteering traders),

ambulance and/or mountain rescue, however these are very unlikely at most EPOC events at present. Possibly collecting parking fee.

**6. CLOTHING TRANSFER** If either the Start and/or Finish is any distance from the parking/assembly area you may need to provide a clothing transfer or at least dry storage facilities if both are close to each other, especially on exposed areas in inclement weather. Advise competitors to bring their own marked plastic bags to keep clothing protected. Ensure there is a system to return clothing to assembly if this is needed and allocate specific helpers to do this. Indicate clearly what will happen with left clothing in the final details.

**8 START See information sheet.** Start Team Leader is responsible for setting up start, taping & signing the route to the start, setting up start timing system, all notices at start and pre-start, having maps in their possession, ensuring maps in boxes.

**9 FINISH** Must be manned throughout the event. Finish person to be ready to handle injury enquiries (need accident report forms), missing control reports and, most important, welcome all finishers. Finish person signs clearly from Finish to Results download point. Only need a mobile phone, Finish sign/banner and a notice/person to make sure people punch at the Finish. The planner will provide 2 finish control boxes to be placed by the Finish banner. It is the planner's job to tape from the last control(s) to Finish but check the Planner has got this in hand.

**10 RESULTS** See latest website information sheet. Team Leader responsible for providing shelter, work surfaces, setting up results system, setting up results display, producing results display, producing finished results lists for website and Route Gadget.

**11 STRING COURSE (if offered)** Team Leader responsible for all aspects of organising the course but must liaise with main planners. Two people needed

**The above Team Leaders are the key to successful organisation. They should preferably have worked on the area they are responsible for on at least two occasions so they know what needs doing.**

They should know that they are completely responsible for making sure that they have got everything, the people and equipment, that they need for the event before the day (let them have a copy of these notes if you wish, and they must download their latest information sheet from the EPOC website).

They need to know the systems being used, how they fit in with other parts of the organisation and so excellent communication is needed. A meeting of the group can be extremely beneficial, particularly for larger events, going over the arrangements around a month before the event. You may also need to organise a site meeting as well for some of them. At this meeting you need to track the system through from entry to results. Ask them to get equipment a week before event and check it. Confirm where helper parking is to be - and where cars should not be parked.

Their areas need to be set up well before the final deadlines:

Street Signs	2 hours before first start
Car Parking	2 hours before first start

Loos	1 hours before first start
Registration	1 hour before first start,
Start	1/2 hour before 1st start,
Timing	1/2 hour before 1st start
Finish	by first start time
Results + computers	1 hour before first start (to input EOD entry details)

You should arrange helpers for each team but the team leader then takes over the organisation of the team and organises systems and rotas and must contact all members of the team before the event. Make sure there are more than sufficient helpers for the peak times.

The Organiser should have nothing to do on the day. Success depends on your ability to delegate effectively. But you must be around the event centre/assembly area the whole time because you will be needed - queries always arise which only you can answer and you must be on hand if an emergency arises.

Don't get landed with any last minute jobs - try to get someone else to do them.

Have a mobile phone to hand on the day and have a list of all other Team Leaders phone numbers.

For large events, the Team Leaders of the major areas will also be supervising rather than doing.

### **BEFORE THE EVENT**

- i Permissions: As soon as you have agreed to take on the event get permissions. Try to get in writing because BO would like a copy for insurance purposes. If permission is given verbally, confirm in writing and keep a copy - some farmers don't like writing. Use club headed paper. A week before the event recheck that all is well. The Planner should have checked out those affected by the courses. Talk to previous organisers and person in EPOC who knows the area best about the area and its potential problems.  
Download from BO Website: Insurance Policy, Accident Report form, Health and Safety Check list
- ii Team Leaders: appoint them
- iii Meet with Planner and Controller to sort out where start, finish and assembly area are to be, courses to be offered, safety measures and any other details which need fixing early - the details which need to go in the flyer. Check planner has copy of the up-to-date rules – download from BO website. The BO Rules determine which colour

courses have to be provided and advise on course combinations (Planner's responsibility).

- iv As soon as you have basic details give Fixtures Secretary them so they can register the event with BO and get the details on the BO website.
- v Produce event flyer for website. See the previous one from the EPOC results page. Controller and Planner need a copy for approval before printing. Give the flyer to the webmaster as soon as possible so the event can be advertised on the EPOC website.

Consider if you need to print flyers for distribution. This is becoming less important if information is clear on BO and EPOC websites as people expect to find information that way. Any printed flyers need to look good with a high quality original to copy from. Check with BO fixture list beforehand to work out which events to take flyers to.

- vi Consider if an indoor meeting with team leaders is needed around six weeks before the event. Include Controller and Planner. At that meeting you need to run through each of the key areas and decide on timings. Make sure everyone knows where all parts are to be sited and where helpers are to park so they don't interfere inadvertently with each other's systems.

Don't over-complicate things. Pre-entries, registration, start, finish and results team leaders need to know what the system is to be used.

- vii Clear locations of shops, loos and organisers tents with appropriate landowners/tenants.
- viii Write to local police about two weeks before the event to let them know what is happening, only if the event is likely to cause any significant issues to the public or flow of traffic on nearby roads etc. If there are likely to be problems write much earlier and offer to meet them. ***It is very rare to have any need to contact the police.***
- ix Do you need to let local people know about the event - think about the effect of lots of cars or people passing houses? If yes, place 'Advance Notice of Orienteering Event on xx date' notices in key areas.  
In areas where there is dog walking or horse riding, put up signs at each access point before the weekend of the event. Many dog-walkers/horse riders do their activity at weekends so need to be warned before it and not on the day of the event.

## FINAL DETAILS

Ensure it is clear where to park, what facilities are available, how far the start and finish are from parking and any other additional information the competitors will require, e.g. cagoules are compulsory. Include a note in the final details indicating what procedure is being followed for loose control descriptions (CDs). Control Descriptions must be on the map. Details to include:-

1. Separate/loose CDs will not be provided, but are on the map
2. Separate/loose CDs will not be provided but will be available on the website for printing beforehand. Descriptions will be on the map

3. Separate/loose CDs will be made available in the start lanes and also on the map
4. The organiser is advised to check that loose descriptions and map descriptions are identical

### **FEES:**

Half price to EPOC helpers at all events: M/W20- are juniors. M/W21+ who are full time students can claim junior/student rate on proof of being a student. Pairs charged as one + 50p for each extra map. Current event entries (2021) are usually £8 seniors and £4 juniors for a standard Level C event. EPOC *don't* usually offer a family rate.

If there is some significant additional expense, (e.g. bus transfers or car-parking or access fee) add on pro-rata cost to senior fee in multiples of 50p.

### **CONFIRMATIONS**

**Confirm key arrangements in writing, particularly permissions, bookings of loos and buses if required.**

### **AFTER THE EVENT**

Sort out cash. Do budget. Send off levy form + cheque to BO. Send budget sheet + copy of levy form to Treasurer + cash – liaise with Treasurer who can assist.

Check on any reported damage to any areas straight after event - the Planner should have visited the competition area. Complete and return the Accident Form in case of a claim to BO.

Thank private landowners either by visiting and giving them a copy of the map and results or by writing to them. For key landowners, a bottle of scotch may go down well. If there is any complaint or suggestion of a problem visit the area quickly and try to sort out.

Keep a record of key contacts/landowners and actions, flyer and details. Share with Fixtures Secretary for future events.

***Reviewed June 2021***