

OPEN EVENT GUIDELINES

(National or Regional)

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1. Introduction

The organiser of an open event takes responsibility for:

- a) liaison with planner and controller
- b) publicity
- c) setting up online entry on Fabian4
- d) completing a BOF risk-assessment form
- e) car-parking
- f) equipment
- g) string course
- h) toilets
- i) first aid provision

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- j) location of nearest A and E department
- k) obtaining sufficient manpower for separate shifts
- l) general organisation on event day
- m) safety including a search procedure in case there are missing competitors
- n) clearing-up after an event.

2. Land Permission

Not your problem. Each SO area has a nominated person who liases with the landowner and gets permission for an event well in advance. You will be told who this is.

3. Pre-Entry for Regional Events

This is set up on Fabian4. At least 8 weeks before your event go to [Fabian4](#) and on the left hand side under **ORGANISERS** find **Create Event**. Here you will see the Event Specification Form and guidelines on how to complete it. It can be quite tricky so it is wise to ask the help of one of the club's regular organisers.

4. Car Parking

It is vital that this should be sorted out early as it will affect the planner's courses. For open events there is often in excess of 180 cars so careful consideration needs to be given to access and organisation of parking. There needs to be plenty of warning if the entry to the car park is off a main road. Consider the surface of the car park. Eg If the parking is in a field, will the cars slide or become stuck if there has been a lot of rain? Do you need straw available, a team of pushers or a farmer with a tractor? Is there an alternative exit etc?

5. Toilets

These will need to be booked in advance of the event. Generally obtained from: **Hire-a-Loo**, 44 Godstone Rd, Lingfield, Surrey, RH7 6BW. Tel: 01342 834084, 01892 771171, Web: www.hire-a-loo.net

Decide on the ideal location for the toilets before you phone (consider the security of the position), arrange a delivery date and time, confirm in writing by email or letter and ask for the invoices to be sent to the Club Treasurer. If in doubt concerning the number of toilets to be hired consult the club officials. You will also need to liase with Hire-a-Loo for collection of the toilets. Please ensure that you exchange written confirmation of the arrangements with the company.

6. Maps and Control Descriptions

The planner will organise maps and control descriptions, but it is important to liase with the planner over the location of the start and finish. Control descriptions are only available in the start lane

7. String Course

A string course is normally provided at level A and B events. It is best to get someone else to be responsible for planning this as it requires a map, pictorial control points and a couple of helpers. The organiser should be responsible for including this in the risk assessment. Some tips - make it safe (but a little adventurous if possible), make it fun, the map needn't be over precise or complicated - a stylistic representation is adequate, but an OCAD map is specially

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appreciated. Control points usually consist of a wooden stake with a picture which relates to the descriptions on the map. Control flags are not essential if you have pictures, but may add more of a sense of being on an orienteering course. Some form of small reward is the norm for all finishers.

8. Publicity

Create a flyer for the event, put it on to the club website and try to get about 50 hard copies out to National and Regional events in the SE area mainly (but further afield if possible) during the 2 months leading up to the event. The flyer should include details showing location, map, type of terrain, facilities, courses, registration times, start times, entry details, costs, names of Planner, Organiser and Controller, contact details for Organiser, website link and a disclaimer that: Competitors take part at their own risk and are responsible for their own safety.

A warning notice to normal users of the event area should be displayed in the location for at least 2 weeks before the event date. This helps to prevent awkward situations when dog walkers or horse riders suddenly find a whole lot of orienteers where they normally walk or ride.

For a National event and many Regional events **Final Details**, should be available from the Website at least 1 week before the event. For level A and B, start times need to be available in good time.

9. Start Lists

For all level A and B events there need to be timed start lists. You can organise this yourself, but you must follow the BO guidelines or you can ask Fabian to do it for you. They charge a small fee, but it is well worth it.

10. Helpers

You will need teams of helpers for different tasks. People respond well to a direct approach for help. It is best to start accumulating helpers earlier rather than later. You will need 2 or preferably 3 shifts of helpers and teams for:

- a. Car parking.
- b. Tent erection and taking down.
- c. SI (generally organised by the SI co-ordinator, but check that they have enough support).
- d. Map sales, enquiries and registration.
- e. Start.
- f. Finish.
- g. String course.
- h. First aid.
- i. Control collectors/search and rescue team (organised by planner).

Some people prefer certain jobs and some have certain skills (eg computing or first aid), so it is good to ask for any preferences. Organise your helpers into teams and shifts each with a team leader. Circulate a table of helpers to all concerned with a brief description of what

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they will be required to do. It is wise to talk to or email the team leaders separately with more detailed instructions.

For some events you may also need road-crossing patrols.

11. General Kit

This is obtained from the central store held by Neil Crickmore. It is best to liase with Neil concerning whether the kit should be collected from a previous event or direct from him.

NB: If required the Club flag and Start and Finish flags are kept by Les & Bridget Hooper. The First Aid kit is kept with the SI team.

You will need:

- Road signs
- Club tent(s)
- Club flag
- Start flag
- Finish flag
- Red & white tape
- Start grid
- Clocks including the beeping clock.
- Map boxes
- Fluorescent jackets
- String course equipment
- Extra toilet paper
- Stakes

12. Registration Kit

This is all held by the SI team (Ralph Philips or Les Coles). Confirm with them the location of registration and whether they require any additional equipment.

13. Forest Kit

This is held by Neil Crickmore and the planner will usually deal with all of this.

You will need:

- Kites
- Units
- Stakes
- Instructions

14. Risk Assessment

About 6 weeks prior to the event you will be sent the risk assessment form by our safety officer, partly completed with information relating to the area being used. Before the event you will need to update the risk assessment with the event planner. Consider the following:

- a) Are there safety factors, which need to be conveyed to the competitors before the event? Eg compulsory whistles or cagoules
- b) Ensure that helpers before, during and after the event are checked back safely.
- c) Access to the car park. Are there any dangers for turning traffic etc?
- d) Safety in the car park, route to start, to string course and from finish. Are there any dangerous features that need to be taped off? Do you need specific manned crossing points or warnings to runners or to traffic?

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- e) Safety on the courses (including string course) – are there any dangerous features?
- f) What are the first aid arrangements? Has the first aid kit been checked carefully? How will information be obvious to competitors? You need location maps for local hospitals with telephone numbers.
- g) How will all competitors be checked back?
- h) How will a search be completed if it is necessary?
- i) Should you make use of mobile phones for communication – is the signal strong enough etc?
- j) Liaise with planner and controller about any concerns that they may have.

15. Car Parking and Signing

You will need, at least, the following signs:

- a. To the event
- b. Distance signs to the car park
- c. Into the car park
- d. To map sales
- e. To registration
- f. Details of courses (distance and height gain)
- g. To the start (ensure that the route is marked with red and white tape)
- h. To toilets
- i. Remember to download
- j. From the finish to download
- k. Details of entry costs
- l. Plan of assembly area (if necessary)

16. Erection of Tents & Flag

Arrange for some helpers to come early for erection of the tent(s) so that everything is in place before the other teams of helpers arrive.

TENT 1 or a CAR

17. Entry Sales

The entry sales team will be responsible for entry on the day, enquiries and the hiring of SI cards.

You will need, at least, the following, in addition to the equipment that the SI team provide:

- a) Cash float (available from the treasurer if requested in advance)
- b) Hire Dibbers
- c) Registration forms for hire dibbers
- d) List of numbers of available maps to cross off if numbers are likely to be tight
- e) List of start times and courses with available entry.

You need to ensure that competitors pay for entry before registering electronically. Hand out an entry slip to those who have paid.

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18. Enquiries

Officials will need to know:

- a) All the information in the Final details.
- b) Distance and time to start.
- c) Whereabouts of Planner, Organiser, Controller and first aiders.
- d) Mobile phone contact numbers.
- e) Procedure for first aid and injuries.
- f) Procedure for changing courses or start times (if allowed)

TENT 2

19. SI Registration and Download

Organised by SI team.

20. Start

The start team will be responsible for:

- a) Setting up start grid
- b) Clear control
- c) Check control
- d) 2 clocks [1 for call-up time (ie race-time + 3min) and 1 for race-time]
- e) Start flag
- f) Boxes for maps arranged into courses
- g) Calling up competitors at events with start lists
- h) Disassembly of start

Person standing on the start line should give any last minute information (eg if something unexpected has happened – a control not working or asking for caution to be taken near horses etc), remind competitors to dib the start control.

20. Finish

The finish person (probably only needs to be manned by one person) is responsible for:

- a) Finish flag(s)
- b) Disassembly of finish.
- c) Have a mobile phone in case someone needs help and for the Organiser to advise when all competitors are back so that the Finish can be taken down.
- d) Where there is a post-finish safety check unit make sure competitors (particularly those with SIACs) physically punch this.
- e) If the finish is adjacent to download make sure that competitors go straight there. Tape a route if necessary.

A cheery “Well done” as competitors finish and a reminder to go to Download would be friendly!

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21. Download

Normally organised by the SI team in the download tent. Have reminder notices that EVERYBODY must download even if they are retiring.

22. Accounts

The club treasurer (currently Penny Marsh) will, generally, collect the money from the event. If she is unable to do this, she will make alternative arrangements with the organiser. A list of any expenses incurred by the organiser should be collated and handed to her, together with required expenses for the planner and controller. The treasurer will organise the payment of Land fees and Levies for the event – please pass relevant documentation to her.

23. Clearing-up

Have a team of people available at the end of the event for control collection (the planner will provide instructions for this team), striking tents and for a search (if it is necessary). *NB: Ensure marking tapes are removed from control sites.* Ensure that the Start and Finish have been cleared, that all road signs and tapes have been removed and then check that all equipment has been returned to the relevant people.