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**PLANNING AND ORGANISING AN EVENT AT LEVEL D**

The organiser ata Level D Event which includes:- NWKL (Score), KOL, Park Races, Frolics, KNC (Score) is also planning the courses. Level C and B events have a separate planner and organiser.

More advice is available on the [British Orienteering](https://www.britishorienteering.org.uk/organiser_library) web site.

INITIAL THINGS TO CONSIDER AND MAKE A START ON (WELL BEFORE THE EVENT)

1. Obtain guidelines for the type of event to know what courses are to be planned, course lengths and the technical difficulty.
2. Land Permission is essential before the event takes place, which is arranged by the regular access contact. Await confirmation before doing too much work. Ensure you have approval for the whole area you are consideringusing. Check whether there are any special conditions applying to the land use, such as any OOB or restricted areas. Consider whether other parties may need to be made aware of our presence on the day (Horse rider groups, private householders etc who may need to be notified). Consider where car parking is proposed and whether this is included in the permissions granted. Also,whether a fee is payable to the landowner for parking or if it is a public car park.
3. Request from our Mapping Officer (Andrew) a file (jpg) of the latest map of the area, for use on Purple Pen. Check with him the scale and resolution to use (600 dpi?).
4. Download Purple Pen (Latest version 3.3) and load the latest map file. Dave-Cave has produced a users guide if anyone has not used this before, it is on our website under the members section.
5. Try to get hold of a map of the last event held at the area, or even an all controls map, to see where the start/finish were and what control sites were used. Try to be different to the previous event, and not necessarily use the same sites.
6. Start planning the course(s). Either armchair plan or visit the area. This document concentrates on what has to be done as organiser. There are other resources on the DOFK and British Orienteering web site for guidance with planning.
7. Begin choosing where the start & finish could be, and possible control sites. Be varied and inventive, as regulars get to know the features in an area. This may be difficult but just be mindful. Also try and use a variety of features.Use a mix of easy, medium and some technically harder features.
8. Car parking may be fixed but look at routes to the start and finish. Make sure the distance to the start is manageable for juniors and try not to cross busy roads. Jubilee Park and Danson for instance only have one main car park, but Foots Cray and Shooters have several options. Also consider where toilets and refreshments are situated, if available.
9. Recheck on the ground your chosen control sites from arm-chair planning are usable, and not buried under undergrowth, or too difficult to find. Check as you go round whether there are any significant map differences, e.g. new paths or fences. Liaise with the Mapping Officer if you find any changes worth amending.
10. Prepare courses on Purple Pen and show Course Descriptions on the map. Usually the CD’sare in text for a Yellow course, and symbols for the others. Add organiser’s mobile number on map. For a score course try and estimate the total length if all controls were to be found. Aim for around 8km in total for 45 minutes and longer (say 10-12km) for a 60mins KNC event. Once happy with the courses, send files to the Controller to look at (this is not essential at level D, but is recommended for novice planners). He/she may suggest some changes, so wait for feedback before proceeding further. Make any amendments if necessary and do detailed checks of the P-Pen courses. A feature on P-Pen is the Event Audit facility, which may be useful.
11. Prepare a Risk Assessment – see below. Be mindful of the terrain and risks involved in routes that cross water, fences, marshes and roads. Juniors should not cross roads except those within a park.
12. Prepare a one page Flyer if not on website (NWKL and KOL details already done for the whole series, although a flyer may still be useful for publicity). Notify the Social media officer of the event details too.

RISK ASSESSMENT AND SAFETY

1. RA Forms are available from the BOF/DFOK website.
2. Be aware that events in Bexley may also require a safety “stewards pack” to be completed (Geoff would advise if required).
3. Once assembly and registration location is known, obtain postcodes and grid references for this location (google or streetmap are good for this), as this is likely to be where the First Aid box is kept or first aider situated. A new location finder is the 3 words App.
4. Look up on Google, the various distances and directions for emergency treatment, and chose the nearest for the RA. Not all local hospitals these days have an A&E dept, so note what is available.
5. BOF has a very detailed list of “hazards” on their form, so be aware of those which could apply to your event. Consider as well, the impact of wet/bad weather on those hazards, and the risks involved.
6. When the RA form is complete, it should be sent to the Controller for approval, for all events (i.e. Levels A, B, C and D).

SHORTLY BEFORE THE EVENT (GETTING THINGS READY)

1. Advise the equipment officer what kit is required and make arrangements to collect, a few days before the event. (See appendix 2 for list).
2. Update and publish final details. Send reminders of fees, price change dates and closing dates to Social Media Officer.
3. Consider the weather forecast for the event day, and whether registration/download will be inside or outside.
4. If outside, consider if a tent is required and whether power is required for a computer and printer. Otherwise if a small event,the SI kit (bluebox) download and splits printer could be used. Discuss arrangements with IT officer.
5. You or the IT officer must ensure start, finish units and all SI control units (and spares) are synchronised. Consider whether SIAC dibbers will be used and if Contactless Punching needs to be enabled, (see Appendix 1).
6. Agree on map numbers for each course and notify the person co-ordinating the printing (at the moment– David D) and provide an address for posting to. Estimate from previous events with reference to the pre-entries. Also arrange printing of the CD’s - either loose or onto pads for each course. This has to be done by the Sunday night before the event.
7. Consider where you need to put road signs and tape to the start.
8. Consider what jobs are needed to be done by helpers and start assigning volunteers to those jobs. Split roles into early and late if helpers also want a run. This includes:

* Control placement with staves and kites.
* Start Team.Placement of kites and banner.
* Finish set up. Map to show where the start is.
* Clothing dump? And/or tent?
* Road signing and tape from car park to start and from finish.
* Registration - where will they be positioned?
* Computer entry and download team
* Car parking marshals
* Marshals for busy road crossings
* Help at registration for those needing orienteering skills assistance/training
* Controls collection and tags at the end of day

1. It is a good idea for you (with help) to put controls, kites and staves, in order for placement, and consider route choice for placement. Purple Pen can be used for route placement.

AT THE EVENT

1. Aim for others to do as many tasks as possible leaving yourself free to deal with unexpected situations. Try to enjoy yourself!
2. Placement of controls. This is usually done on the morning of the event for a level D event. Allow at least 5 minutes per control. If using SI units in contactless mode, these need to be woken up on the morning of the event by the person(s) putting out the controls.
3. Put out Road direction signs to the car park.
4. Put out tapes to the start (and from the last control if necessary for juniors).
5. Someone to put out Start and Finish kit, and kites, with DFOK banners. Two finish units could be put out if numbers are expected to be high. Hand maps and CD’s to start team leader. Tape and pegs needed for start lanes. Don’t forget trays for maps, signs, lists and notices. Check box and Clear station needed.
6. Put out safety signs for runners crossing etc. Also direction signs to download, to the start etc if needed.
7. Tape out a clothing dump area if needed, with shelter if adverse weather.
8. Ensure yellow course maps are available at registration (KOL) or before the start.
9. Ensure a couple of spare SI controls are to hand.
10. Set up Registration and DFOK banner for Entries on the Day, computer/timing equipment, and download. A tent may be needed if outside in adverse weather.Forms may be needed for registration.
11. Have the necessary forms to hand of pre-entry start lists, rules, fees etc.
12. Know the location of the First Aiders, either other club members or 3rd Party.
13. Liaise with start team and control placement team to beginthe event.

DURING THE EVENT

1. **Ultimately the organiser is responsible for making decisions as to the fairness of the courses**.
2. Listen out for any reports of missing controls and investigate / replace if necessary.
3. If possible, make available the results as they are updated. Either a paper print-out or a spare PC monitor is ideal for larger events.
4. Check to ensure all entry competitors have downloaded and are accounted for.
5. If any competitors are un-accounted for, action the missing competitor procedures (see Appendix 3).
6. Close the Course in accordance with published time.
7. Arrange for litter pick up from car park, registration, start and finish areas.

After closing the event

1. Ensure someone is allocated to finalise the results for publication.
2. Check there are sufficient helpers to collect in controls and tags before dark.
3. Collect in all tapes, signs and DFOK banners.
4. Dismantle Registration and tents if used. Keep cash tin secure and take out fees less float and any entry forms.
5. Send electronic copy of provisional results to webmaster for publication ASAP, and for BOF. Consider if Routegadget would be useful to upload competitors’ routes.
6. Dry the kit if necessary
7. Sort the kit back into the correct boxes etc.
8. Turn off contactless punching if enabled.
9. Return the kit to equipment officer, ready for the next event. Advise the equipment officer if any of the kit is lost/damaged.
10. Liaise with the person who gets land permissions to ensure we write to thank landowners and pay any further amount due via the chair or treasurer.
11. The DFOK fixtures secretary determines if any BOF levy is due and arranges for payment via the treasurer.
12. Bank any income from the event. Obtain a receipt and notify the treasurer. At present, race entry fees are accounted for by RaceSignUp or Fabian4.
13. Complete and send event income form for items within your control to the Treasurer. Include the receipt from the Bank. Claim any out of pocket expenses.
14. Identify any problems encountered which may need to be discussed further with the chair or taken into account at forthcoming events e.g. adverse comment on part of the map or landowner issues.
15. Thank helpers for their support.
16. Go home!

AFTERWARDS

1. Review what went well and what could have been done better as a lesson for next time.
2. Write a short report for the results web site.

Last updated 31 March 2022 by David Dawson from original by Keith Parkes in 2020.

**Appendix 1**

CONTACTLESS PUNCHING (AIR) PROPOSAL - DCA – 1ST NOVEMBER 2019

1. We can now offer contactless “punching” at our events.
2. Generally we should now keep our field controls, including spares, in AIR mode. This should not include Start and Finish.
3. The default awake time will be 12 hours (720 mins) for AIR controls and 240 mins for Start, Finish etc. If necessary this can be changed up to 4 days for particular events. Syncing the time and erasing the memory (using blue EXTMA or STDMA) will set SI default of 12 hours for AIR controls.
4. All field controls will become contactless after the first manual punch with any dibber at every event; this cannot be prevented unless controls are returned to normal punching mode.**Controls have to be woken up with a manual dibber for contactless to work!**
5. If we don't want to use AIR mode at a particular event then a SIAC OFF control should be used after Check and before the Start. (SIAC dibbers will be switched on by Check control)
6. To activate AIR mode the field controls must be woken up by manual dibbing with any dibber before every event. A SIAC dibber should be used to verify this.
7. SIAC dibbers (10 off) will be available for hire at every event.
8. We should charge £2.50 to hire a SIAC dibber and £1 for a normal dibber.
9. DFOK members should get a free normal dibber or £1.50 for a SIAC.
10. We should charge £60.00 for a lost SIAC dibber and £30.00 for a normal dibber.
11. (SIAC dibbers cost ~£63, normal dibbers cost ~£29)
12. The field controls should be switched off after every event to save the batteries. A spare purple Service/Off dibber will be kept with the controls for this purpose. A SIAC will be required to verify they are all off.
13. (Switching off a Start control will initially just change it to be a Start Beeper control. It will need to be 'switched off' twice or not at all as it will sleep after 44 minutes.)
14. Competitors must be told at Start, in event details and by a sign at Finish that Start and Finish must be manually dibbed.
15. For larger events we should consider making the Finish contactless but a Safety control (and perhaps supervision) will be required.
16. Ideally we should agree our proposal with Saxons so that KOL event rules and fees are the same.
17. (I don't think Saxons have any SIACs for hire at the moment - 2020).

**Appendix 2**

ORGANISER'S EQUIPMENT CHECKLIST FOR LEVEL D EVENT

Starts

* Banner
* Clock & Bleeper [Optional]
* Spikes to mark out the boxes,
* Trays for maps for each course (there are also weights to hold maps down with course colour included)
* Maps and CDs
* Start and check boxes. Start kite.
* Direction signs (if a long way, also signs part way e.g. one at 400m or 800m from the start) with string for fixing.

Finish

* Banner
* Finish box and kite.

Signing and car park marshalling kit

* Road signs (for roads and possibly from the car park towards the start)
* Yellow waistcoats and coloured arrows for the parking marshals
* Caution runners crossing on roads

Registration kit

* Float
* Maps
* First aid kit
* Box of dibbers for hire
* Box for returned dibbers
* Box for car keys

General

* Chairs for registration, download and possibly start team
* Folding stand and 2 water container [Optional]
* Orange juice and cups [Optional]
* Red and white tape (for the start lanes)
* Tags with fasteners for route to start and from finish (on coat hanger)
* Klubb noticeboard
* Box of laminated signs
* Box of spares and useful tools etc
* Try orienteering here banner
* DFOK tall banner
* Table
* Rubbish bags
* Chair
* Clipboard and pens

**Appendix 2 (Checklist Cont’d)**

Paperwork

* Poster with course details, warnings etc
* Loose control descriptions
* Information sheet for arrivals
* Forms for EOD entry
* Form for EOD SI hire dibber hires
* Slips for EOD entry to take to start if start times allocated for most competitors
* Hired dibbers in small envelopes for collection for pre-entries
* Flyers for next DFOK events/other local events
* Membership details (from membership secretary)

SI kit

* Staves and kites (including ones for start and finish)
* Boxes, including master stations/leads
* Dibbers

Computer kit

* Computer(s)/leads (and networking kit)
* Printer and paper/leads
* Extension lead
* Generator (loan is arranged from Saxons as they normally keep it. Needs to be charged overnight the night before the event. Petrol container too)
* Waterproof protection for generator.

Other things to consider

* Key to car park gate ?
* Car park opening time. Parking Fee& collection?
* Key to hut/building for registration?
* Restaurant open?
* Toilets open?

**Appendix 3 (Missing competitor)**

A MISSING COMPETITOR - EMERGENCY SAFETY PROCEDURES

Preparation and Prevention. All of the guidance recognises that sound planning and organisation, before the event and on the day, will go a long way to ensure that the event is safe.

Contingency Planning: planning for any event that might happen. Consult event Risk Assessment Form:

Communications – mobile phones, radios, loud hailer – check to make sure they work in the area.

Search teams – have at least 1 pair of orienteers available who can go out immediately.

Emergency Sack – contains 1st Aid kit, emergency shelter, dry clothing and food that is available to a distressed person.

Press – if an incident occurs then use Club Press Officer to speak to the Press and refer them to BOF Office.

Event officials and Registration Teams need to know:

Location and telephone number of nearest manned A&E hospital.

To send a guide to meet any Ambulance.

Suitable landing site if Air Ambulance is called.

If Air Ambulance called find out which A&E it is being sent.

Concern Grows – Search Looks Likely. There is understandable caution about raising the alarm and organising emergency services in response therefore the most difficult decision is to initiate the search. BOF Rules make it clear that the responsibility for this decision lies with the Organiser. The reality is that this is likely to be a joint decision with the Controller and others.

The likely scenarios are:

Reported Injured

Late

Failed to Download

Missing (&Injured)

For further details of guidelines and search methods, see DFOK website and BOF leaflet.

**Appendix 4**

**BOF Insurance**

The British Orienteering insurance policy provides public liability cover. It protects all British Orienteering members, individuals and clubs, in the event of a claim arising in connection with any British Orienteering-registered event or other British Orienteering 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 the British Orienteering office **within one week**. Any injury which, in a place of employment, would be recorded in an Accident Book, should be reported to British Orienteering using this form or in some other written form.

2) Any British Orienteering member or club who receives notice of a claim **must forward it to British Orienteering office within one week of receipt.**

Failure to observe these requirements could invalidate the cover.