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**PLANNING AND ORGANISING AN EVENT AT LEVELS B AND C**

Level C and B events have a separate Planner and Organiser.

Organising a Level B event is very similar to a level C, only the numbers of entrants, volunteer helpers, car parking requirements all being somewhat larger. Procedures are very similar and the planning is again a separate function.

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

GENERAL POINTS

1. Although the larger events such as Level B or C have a separate person planning, the organiser will still need to be aware of the planner’s choice for the location of the start and finish. Route choice and distance will need to be decided to and from the car parking and registration. Note sometimes there is more than one start or finish and more than one car parking area.
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 considering using. 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 house holders etc). 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. Determine the location of an assembly area, if separate to the car park. Is there a building that can be used for registration, download etc?
4. Will the map need to be updated? If so, who will do it and when will it be ready? A major update may be required to be planned well beforehand for a Level B event. Often the planner, in checking possible control sites, will spot changes that need to be made. All map updates should be liaised with the mapping officer and the revised map sent to the Planner.
5. The chair will advise when a controller has been appointed. Obtain Controller’s contact details.
6. The event will have been registered with BOF by the DFOK fixtures secretary.
7. A copy of the BOF insurance certificate is on the BOF website. Ensure you are aware of what to do if a claim needs to be made. See Appendix 4 for details of the BOF insurance.
8. Will any toilets be required? Check if any public ones are nearby or whether the land-owners’ facilities could be used, as this is preferable to the expense of providing Porta-loos.
9. Decide on entry fees (we normally use our standard fees unless there are special circumstances). If unsure, consult the chair. Fees can be tiered, i.e., a slightly cheaper fee for early entry and more expensive for a standard or late entry.
10. Consider daylight hours for control set up and collecting etc. Note any timing restrictions for access, (such as Greenwich Park).
11. Check out availability of any public transport, toilets, café etc, especially at weekends. Also look up on websites if there are any proposed w/end rail/road closures that might affect access to the event.
12. Pre-entry will be used, as this can significantly reduce the work on the day and aids loading entries on to the computer. Liaise with Race-Sign-up (or Fabian4) and download their online event registration document.and include details with event flyer (see below).
13. First Aid cover by a third party such as Red Cross, St John’s Ambulance etc is normally provided at Level B events. For Level C ensure though that First Aid cover is provided at the event by someone, or more than one, that is First Aid trained. This can be another member.
14. A Risk Assessment needs to be completedand a copy sent to the Controller for their approval.
15. A Final Details leaflet for publication is to be prepared for a Level B event. (website has a sample).
16. Notify the club’s social media officer of the event details and send reminders of fees, price change dates and closing dates.

RISK ASSESSMENT AND SAFETY

1. RA Forms are available from the BOF website [British Orienteering](https://www.britishorienteering.org.uk/organiser_library).
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 locations are known, obtain postcodes and grid references for this location (Google or Streetmap is 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 from 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. Level A, B, C & D).

PRODUCING A FLYER / EVENT PUBLICITY

1. Obtain a previous flyer for the area, if possible, or for another area in a standard Level B or C format.
2. Flyer Details required:
* Location, by Post Code and Grid Ref, or 3 words App
* Directions by road and Public Transport
* Fees
* Event Timing
* Details of courses available and approx distance and climb
* Facilities available at the event
* Type of Terrain and Map scale
* Names of Planner, Controller &Organiser
1. Send a copy of the flyer to DFOK webmaster & Fixtures Secretary. If Race-sign-up or Fabian4 is used for entries, they also generally require a copy.
2. The Chair will notify the SEOA webmaster when flyers are on the DFOK website for the link to be made.
3. Check the information is correct on the DFOK, BOF and SEOA website.
4. Consider if there is scope to put a poster on notice boards in the area to be used.
5. Consider sending flyers/posters to notice boards, local schools, Scouts’ groups, sports clubs, libraries etc.
6. Identify events in the lead up to your event where flyers can be made available and how arrangements can be made to get them there.(Not so popular today as most are on line).

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). The Organiser will then liaise with the Planner, for him to collect.
2. Consider the weather forecast for the event day, and whether registration/download will be inside or outside.
3. If outside, consider if a tent is required and whether power is required for a computer and printer. Discuss arrangements with IT officer.
4. The Organiser or the Planner will 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).
5. 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.
6. Consider where you need to put road signs and tape to the start.
7. It’s a good idea for you or the Planner to put controls, kites and staves, in order for placement, and consider route choice for placement. Done by the Planner (with help) at a Level C or B event. Purple Pen can be used for route placement. Ensure Planner has enough help to put controls out, to enable the Controller to do his/her checking.
8. Agree with the Planner the layouts of the start and finish. Agree the route to use to the start.
9. 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.(Also pin punches for Level B).
* 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. Start Times are usually allocated for Level B events. If using Fabian4, the website has a suggested approach.
2. Update and publish final details.
3. Contact some entrants who are qualified controllers to arrange for a Jury to be available at a level B event.

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 carried out by the Planner and checked by the Controller at a Level C or B event. However, the organiser needs to ensure that all are in place before starting any competitors. Some controls can be put out the day before (if in a secure area) or just staves put out, for the controller to check. If using SI units in contactless mode, these will need to be woken up on the morning of the event by the Planner or Controller.
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. Also 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 white & yellow course maps are available 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 to send changes of times/course to the start team
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, planner and controller to start the event.

DURING THE EVENT

1. Listen out for any reports of missing controls and investigate or replace if necessary.
2. 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.
3. Liaise with the Controller and Planner as to any problems on the course.
4. **Ultimately the organiser is responsible for making decisions as to the fairness of the course, especially in the event of a protest.**Protest jury usually only arranged for a Level B event. Ask other officials if they want to make any comments after the event or post on the website.
5. Check to ensure all entry competitors have downloaded and are accounted for.
6. Ensure there are no competitors un-accounted for. If there is, action the missing competitor procedures (see Appendix 3).
7. Close the Course in accordance with published time.
8. 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, usually the IT officer.
2. Check that the Planner has sufficient helpers to collect in controls and tags before dark.
3. Collect in all tapes, signs and DFOK banner.
4. Dismantle Registration and tents if used. Keep cash tin secure and take out fees less float and any entry forms.
5. Collect Start and Finish banners.
6. Send electronic copy of provisional results to webmaster for publication ASAP, and for BOF. Consider if Routegadget would be useful to upload competitors’ routes.
7. Collate any official's comments and expenses.
8. Dry the kit if necessary.
9. Sort the kit back into the correct boxes,bags, etc.
10. Return the kit to equipment officer, ready for the next event. Advise him/her if any of the kit is lost/damaged.
11. 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.
12. The DFOK fixtures secretary determines if any BOF levy is due and arranges for payment via the treasurer.
13. Bank any income from the event. Obtain a receipt and notify the treasurer. Note entry fees are collected by RaceSignUp or Fabian4and reported to the Treasurer.
14. Claim any out of pocket expenses.
15. 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.
16. Thank helpers for their support.
17. 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 B & C EVENTS

Starts

* Banner
* Clock and Start bleeper
* Spikes to mark out the boxes, one lane for each course
* Trays for maps for each course (there are also weights to hold maps down with course colour included)
* -1/-2/-3 minute indicators for start lanes
* Tent (if it is likely to be very wet)
* 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 800m and wooden post)

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

Forest kit

* Caution runners crossing
* Black and yellow tape for hazards (if needed)
* Bales of straw (on occasions - to be sourced from a farm close to the event)
* Pipe insulation for protection against barbed wire fences (if needed)

General

* Chairs for registration, download and possibly start team
* Folding stand and 2 water container
* Orange juice and cups 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
* DFOK tall banner
* Table
* Chair
* Clipboard and pen
* Rubbish bags

**Appendix 2 (Checklist Cont’d)**

Paperwork

* Poster with course details, warnings etc
* Start list by start times (for the start) [Level B only]
* Start list by course (for registration)) [Level B only]
* Start list by surname (for registration)) [Level B only]
* 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)

Registration kit

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

SI kit

* Staves
* Boxes, including master stations/leads
* Computer(s)/leads (and networking kit)
* Printer and paper/leads
* Extension lead

Computer Kit

* Computer(s)/leads (and networking kit)
* Printer and paper/leads
* Extension lead(s)
* 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?
* 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 Planner.

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.