



Deeside Orienteering Club

Colour Coded Events – Organisers' Guidelines

Introduction

Colour Coded Events (C4s), particularly the Summer Evening series, have increased steadily in popularity and can attract around 200 competitors. It is no longer practicable for one person to plan and organise such an event, get a couple of friends to help on the day and photo-copy a sheet of hand written results. These guidelines are intended to achieve consistency in the running of Deeside events and to help organisers and their helpers meet the standards expected today.

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1. Others Involved

This is mainly the Fixtures Secretary, the Planner and the Controller.

The Fixtures Secretary will negotiate the dates of events and obtain the key permissions, as well as, registering with BOF and, in most instances, advertising the event. S/he will be able to advise on insurance and other external matters. The Organiser may need to deal with some local permissions such as parking, etc.

The Planner will plan the courses, identify any out of bounds areas, draw up map corrections and master maps, produce control description sheets and deal with putting out and monitoring controls. However, the Organiser needs to liaise closely with the Planner on the siting of Start and Finish in relation to car parking and Registration in order to minimise any logistical problems. The Planner can also reasonably be asked for help in collecting controls and getting out of the area at the close of the event.

The Controller is accountable for the *overall* running of the event and as such may be called upon to advise and support the Organiser.

2. Organisers' Responsibilities

6 weeks before the event:

- Confirm permissions are in order and obtain any others needed (e.g. parking).
- Collect area file from Fixtures secretary.
- Inform police if appropriate.
- Decide on numbers of helpers and recruit leaders of key jobs (Reg., Start, Finish).
- Liase with the Planner as above.
- Book *one* toilet if needed.
- Obtain maps/control cards (Gwyn Thomas; or Robin Tilston – see appendix7).
- Think through any particular problems associated with the event and how to deal with them. Ensure that you are clear about how the parking, timing, start/finish and results systems must work.

3 weeks before the event:

- Finalise helper availability and schedule their shifts.
- Draw up and distribute written instructions for helpers. You can use sections 3 to 6 of these notes
- Ensure equipment needed is available and arrange to collect it.

1 week before the event:

- Collect/sort equipment and make good any deficiencies.
- Ensure that the First Aid boxes are complete; site one at Registration, the other at the Finish (there is a sign to tell people this). Appoint a First Aider if one is available.
- Event Safety – read Appendix 1 and check how far it applies to your event.
- Check/prepare registration/start/finish/results materials. Make sure you have enough maps.
- Check if there is a water supply for the orange juice.
- Prepare signs as necessary (also courses boards, unless the Planner is doing this).
- Remind landowners/wardens that event is on and confirm arrangements.
- Check with Planner that master maps and control description sheets will be ready and in place.
- Obtain a cash float for registration purposes.

On the day:

- At home, make up 1 container of Orange Juice (3 litres orange + 15litres water) and have 1 or 2 more ready with water in them.
- Put out road signs on your way to the event.
- Allow enough time to set up and solve any last minute problems.
- Synchronise clocks an hour before first start (helpers will be starting earlier)

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- Avoid taking on a job yourself and be at the busiest point as the event progresses.
- About 15 minutes before the last start time return to registration – letting competitors start too late can be very disruptive if helpers are hanging around waiting for them to finish. It is probably best to firmly close registration at this point, sending helpers off for their runs and removing signs etc. If latecomers insist on a run you *can* sell them a map and let them time themselves, *but* Deeside will still be responsible for their safety.
- Visit the start after closing registration to let the helpers know when the last starter has gone, see them off on their runs and dismantle the start, either yourself or bring someone else to help.
- Take a close interest in results processing and be ready to move more help in if it flags.
- Ensure someone keeps the orange juice topped up and tidy; (plenty of rubbish bags).

After the event:

- It is the organiser's responsibility to compile or arrange for the results booklet to be completed and posted out as soon as possible after the event. Deeside is now in a position to post results on the club website and this should be done as soon as possible. The club possesses a computer programme to produce results uniformly and in time order. Contact Tim Palmer (or the coordinator) for help to make these arrangements. Notes/comments from the 3 key officials for inclusion in the results booklet are also needed promptly.
- Finalise the accounts and send with 2 copies of results to the treasurer. Make sure to get/give receipts for anyone's expenses and attach them to the accounts – receipt book should be in the registration box.
- Return area file to Summer Evening Event Coordinator and unused maps to Gwyn Thomas or Robin Tilston
- Send a copy of the results to landowners, officials etc and write on a note of thanks.
- The Gallophenmeister, Peter Hills, also needs a copy of results at an early point.
- Go on holiday

The rest of this document covers the main areas of activity and it is intended that you will be able to copy them individually for helpers (and team leaders if appropriate).

3. Enquiries and Registration

Enquiries:

The function of Enquiries is to provide information and guidance to people who are uncertain how to go about competing or just have general queries about the sport. It is a useful location for results envelopes and for the sale of red pens, etc.

The registration process requires BOF members to write their BOF numbers on their control cards (see below). A folder containing lists of BOF numbers for members of DEE, MDOC, MEROC, ODR, POTO and SELOC should be held at Enquiries. Non-BOF competitors should ignore this part of the process.

One person should be sufficient to carry out the above jobs.

Equipment is currently held and maintained by Barbara Jones.

Registration Procedure:

The registration procedure has been changed to transfer some of the administrative load from the registration officials to the competitors. Two separate 'stations' are needed, namely a **Registration Station** and a **Start Time Allocation Station** with two helpers at each.

From the competitor's perspective, the following steps should be carried out:

- Competitor decides which course to enter.
- Competitor buys a map and control card from the Registration station.
- Competitor fills in all the fields on the control card and stub with the exception of the START TIME, START, FINISH and TIME fields. A water resistant pen should be used as the information on the control card will be the only record of the competitor's entry. Water-resistant pens can be purchased at Enquiries.
- **Competitor writes his/her BOF number (if he/she has one) across the top of the control card.** If the competitor doesn't know his/her BOF number, it can be obtained from Enquiries.
- Competitor gets his/her start time at the Start Time Allocation station. A start time will only be allocated if all fields on the control card have been completed as described above. The Start Time Official will write the start time on the control card and stub.

Registration Station (Helpers 1 and 2):

- **Helper 1:** Collect entry fee from the competitor. Junior fees are payable by M/W20 and younger. Spare maps cost 50p. Spare control cards should not be given to competitors!

Give the competitor his/her map, and the control card and description sheet that correspond to the course the competitor wants to run.

The standard courses at DEE C4s are:

Yellow (master maps at Registration and at pre-Start for this course only)

Orange

Light Green

Red

Green

Blue

A White and/or Brown course may be added if warranted by the area.

- **Helper 2:** Advise competitors what to do next, namely to complete all fields on the control card and stub with a waterproof pen, including BOF number (if appropriate), and then to get a start time from the Start Time Allocation station. Direct competitors to Enquiries if they have forgotten their BOF number or need other advice.
- **Helper 2b (if busy):** Check that competitors queuing at the Start Time Allocation station (see below) have completed all the necessary fields on their control cards and assist if necessary.

Start Time Allocation Station (Helpers 3 and 4):

Two helpers in one car should be enough to allocate start times to the competitors on all courses. It should be possible to operate with one helper once the initial surge of competitors begins to taper off.

- Check that all fields on the competitor's control card and stub are completed, with the exception of the START TIME, START, FINISH and TIME fields. Ask competitor if he/she is a BOF member, **and check that his/her BOF number has been written across the top of the control card.** Direct competitor to Helper 2 for advice if any fields are missing.
- Agree a suitable start time with competitor and place a name or if not possible tick on the start list at the allocated start time. If possible, leave occasional gaps in the start list to ease pressure on the Start.
- Write the allocated start time on the competitor's control card and stub, making sure the pen you use is water-resistant and capable of writing on wet control cards. Use the 24 hour clock times to match the start lists.
- If a group is running on one control card the number of additional runners must be shown on the card. Remind the group that only one competitor should pass through the Finish.
- Check with the Organiser before allowing late starters – this can be very disruptive if helpers are hanging around waiting for them to finish. If latecomers insist on a run you *may* be allowed to sell them a map and let them time themselves, *but* Deeside will still be responsible for their safety.

Equipment required for Registration and Start Time Allocation:

- 1) Large board listing courses with distances & technical difficulty
- 2) Large board outlining the new registration procedure
- 3) Signs for car windows indicating where to
 - Register and pay
 - Start times
 - Maps, Control cards & Control description sheets (provided by planner – ensure there are sufficient)
- 4) Cash float
- 5) Start lists – one set per course
- 6) Waterproof pens/clipboards
- 7) Map corrections (provided by planner)
- 8) Results envelopes
- 9) Receipt Book

4. Start

A minimum of 2 helpers is needed to run the start. Helpers can start themselves after the last competitor has gone so go to the Start registered and ready to run. Bring your own chairs!

The Start comprises two taped boxes on the ground, with master maps for the Yellow course at the pre-start and master maps for other courses beyond the Start line.

Start helpers' instructions:

- Call competitors into the first box 1 minute before their start time and collect their stub. The helper doing this needs to keep check of the time, calling out actual start times one minute ahead. It may be necessary for this helper to change start times, so ensure you have a waterproof pen.
- Provide a visible display of current start time at the -1 box. A flip-over clock is provided; please protect from any wet conditions.
- The 'bleeping clock' can be used to give the start signal, or a whistle if preferred. The helper here gives instructions about when to go (10 second count down), points out master maps and start flag. Both helpers need to maintain a check on the current start time – it is easy to get out of sync.
- Ensure you have a reliable method of regular stub collection.

Start Equipment:

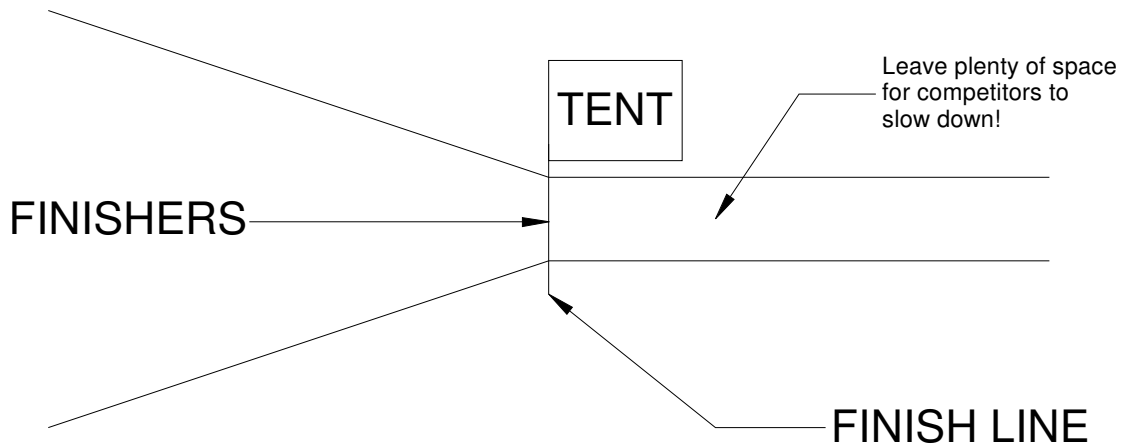
- Start clock or watch synchronised with finish clock
- Flip-over clock
- Spare stubs (people lose them)
- Waterproof pens
- Stub collecting box
- Plastic bags and elastic bands for stub transfer
- Map corrections board at pre-start
- Porta-shelter
- Master Maps & 2nd MM's if applicable (Planner provides)
- MM shelter
- Start control
- Tape, pegs, canes.
- A few red pens for Master Maps & 2nd MM's

5. Finish

Finish Layout:

The finish tent should be located adjacent to the finish line. Stakes (or canes), with tapes between them, should be positioned so that finishers are funnelled into the finish line as they approach it, and are kept in order after the finish line, as shown below.

Finish equipment:



Tag Heuer finish clock (with instructions)
4 'AA' batteries for clock
Back-up clock or wristwatch
List for manual finish times (if needed)
Clip board
Heavy duty numbered finish tickets
Staplers + staples
Pens
Elastic bands
Rubbish bags

Tent
Stakes (or canes) for funnel
Tape
Table
Chair
'FINISH' sign
Spare control cards
Small plastic bags
Orange juice (3 ltr orange to 15 ltr water) ,
Cups (200-250), table, water

Please:

Check that the Tag Heuer has sufficient paper and that its batteries have sufficient life. Some batteries (eg Duracell) allow the charge to be readily monitored.

Take care of the Tag Heuer! It doesn't like rain, so should be kept in the finish tent at all times. The remote button is water-resistant (not water-proof), so it shouldn't be left outside the tent when it is raining.

Leave a note on the batteries indicating how many hours they have been operational. A set of batteries should last for at least 2 or 3 events.

Helpers' instructions (2 helpers first shift, 3 helpers second shift):

1. Start Tag Heuer and back-up clocks and synchronise with race time.
2. **Helper 1** sits in the finish tent and presses the Tag Heuer's remote button every time a competitor crosses the line. Press the button only once for a 'group'. If you are uncertain whether a finisher is an individual or part of a 'group', press the button anyway and inform Helper 2 what you are doing (see below). Every 10 or 20 competitors, press the paper feed button on the Tag Heuer and tear off the printout of finish times versus finish numbers.

If the Tag Heuer fails (very unlikely!), write finish times on the back-up numbered lists. During busy periods, another helper will be needed to shout out when competitors are crossing the finish line.

3. **Helper 2** staples numbered tickets to competitors' control cards after they have crossed the finish line. Stand several metres from the finish tent to allow for fast finishing finishers and to provide space for the inevitable queue during busy periods. Check frequently with Helper 1 that the ticket numbers are synchronised with the Tag Heuer's list of numbered times. Synchronisation can sometimes be lost during busy periods and if 'groups' are individually timed by Helper 1, but given a single ticket by Helper 2. If, for example, two members of a 'group' are timed by Helper 1, then two tickets should be stapled by Helper 2 on their control card.

4. **Helper 3** has several jobs, namely:

Keep competitors in order after finish line.

Identify 'groups', and advise Helper 1 and Helper 2 appropriately.

Deal with queries, complaints, lost cards, etc. A 'dummy' control card should be filled in for competitors who have lost their control cards.

Every 10 or 20 competitors, collect the numbered list from Helper 1 and the correspondingly numbered control cards from Helper 2, put them together in a plastic bag, secure the bag with an elastic band, and ensure that the bag is delivered safely to the results processing team.

Deal with the panic that arises if the Tag Heuer fails! Try to ensure that the switch to the manual system is relatively smooth.

5. During the first shift, when the number of finishers is relatively light, it should be possible for one person to carry out the jobs of both Helper 2 and Helper 3.

6. Results

The main thing most competitors want after finishing is to see their result so a dedicated team of at least two helpers plus a runner to collect stubs and control cards is needed from an early point. This person can also replenish the orange juice.

Location:

Placing results at the finish is usually only satisfactory if it is very close to the car park, orange juice, etc. so that competitors can view their result conveniently.

Using finish helpers for results as well is becoming increasingly inefficient as events grow in size. It is much easier for the helpers if they can be sat at a table in a separate shelter/tent adjacent to the results display string. Cars provide protection and privacy but are less convenient to work in. A caravan, if available, can be ideal.

Results helpers' instructions:

- Set up the results string and any other equipment needed.
- Check punch marks (master sheets from the planner are helpful, but the correct sequence soon becomes apparent; master sheets are essential for team leaders, desirable to save organiser time subsequently).
- Discuss any unclear disqualifications with the Controller.
- Calculate times on control cards.
- Match stubs to control cards and write on time taken.
- Hang stubs in time order on results string.
- Bundle control cards in **finish time order with clock printout sheets & give to the organiser at the end of the event to enable efficient use of the Rainbow computer programme for the results.**

Results equipment:

- Shelter
- Table(s); helpers to bring chairs
- Results line
- Waterproof pens
- Staplers – at least 2
- Staples (that fit!)
- Elastic bands/polythene bags

Results booklet, etc:

The organiser should liaise with Tim Palmer for advice on transferring the results from the control cards to the results computer software. The 'Rainbow' results software identifies BOF members by their BOF numbers, thereby speeding up data input. It can also produce a results booklet file and web files. Web files should be e-mailed to John Hammond:

ikh@ndo.co.uk

N.B. There are also some help notes available from Tim Palmer (or the Coordinator) for the 'Rainbow' results computer software. These may be added to the guidelines as an appendix in future

Appendix 1 – Event Safety BOF Guideline 11

GUIDELINE 11

EVENT SAFETY

G11.1 Introduction

Orienteering involves people with a wide spectrum of physical abilities making their way across hazardous and challenging terrain. Despite this, the incidence of serious injury is relatively low.

The responsibility for competing safely will mainly be the competitor's (Rule 1.7.1), and this can be highlighted in event handouts, but the organising team have the responsibility to avoid putting the competitor in an unreasonably hazardous situation. The safety of non-competitors in the area should also be remembered (eg frightening horse-riders by jumping out of a thicket).

It will never be possible to run a perfectly safe event but Organisers should be aiming to minimise sources of hazard and, if an incident occurs, be prepared to deal with it in a calm and effective manner.

For all events, from the smallest to the largest, it is important that the organising team consider, before the event, the main safety issues and how to plan safety into the event. Some clubs appoint a Safety Officer to specifically consider all relevant issues. The Controller should be satisfied that appropriate steps have been taken to deal with those issues.

It is worth mentioning (Rule 1.3.5) that Organisers have the right to impose whatever additional rules they think appropriate for an event, provided that competitors are clearly notified (preferably in pre-race information and prominently at the event). Whilst this right will only be used occasionally, Organisers should be confident that they can require competitors to follow specific instructions where to do otherwise would compromise safety.

If a specific instruction is given then steps should be taken to ensure that it is being followed. For example, if you say whistles are compulsory, then you must check that they are being carried by all competitors.

G11.2 Weather conditions

Obviously the extremes of heat and cold (especially wet cold) are the main dangers. Drinks controls / points on longer courses may be necessary rather than just desirable. Consider whether additional guidance or rules on clothing are needed.

G11.3 First Aid cover

It is fairly routine for orienteering events to request cover by one of the voluntary organisations, eg St. Andrew, St. John and the Red Cross. If they can attend, then they will be able to judge how many helpers to bring along. They invariably perform an excellent service in dealing with competitors at or near to the finish area. Make a generous donation!

Smaller events (and, for example, training / coaching sessions) may not be able to justify calling in such support. It is therefore essential that these events have, at the least, an adequate First-Aid kit (including some means of staying warm, eg a sleeping bag) and, preferably, a qualified First Aider (give them a job with the finish team so that they are easily located). See Rule 1.7.3. Clubs could usefully identify members who are qualified and able to help – and put on training courses where necessary.

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Some larger events have had a doctor standing by during the competition time. Given the sheer numbers attending, for example, the JK weekend, this may be a sensible precaution. In more challenging terrain it may be helpful to ask whether a mountain rescue team can be available on the day. In an emergency the decision of whether to call them out is one for the police.

Organisers should know the location of the nearest accident hospital (is it open at weekends?). A mobile phone can be helpful in summoning assistance without having to find a phone box.

G11.4 Terrain

The dangers of a particular type of terrain will generally be known to local inhabitants and to local orienteers so check with them, eg for old mine shafts etc. Don't assume that all orienteers will follow the best route between controls; even hazards well away from the expected routes should be thought about. See Rule 1.7.5 for marking hazards.

G11.5 No whistle / cagoule, no go?

Few topics are more likely to cause debate! Rather than join in the debate here, the following points are offered by way of advice:

Do explain your position in the pre-race information and prominently at the event so that everyone is quite clear about your requirements. The whistle is only of use after an accident / incident – as well as making sure that competitors are carrying them, have you ensured that they know when (and when not) and how to use them? As with all such safety matters, the decision on whistles and cagoules rests with the Organiser (see Rule 9.1.3). The role of the Controller is to approve the decision (or disapprove and ask that it be reversed).

G11.6 The use of electrical and other equipment

Equipment which is designed for outside use will tend to be safe provided that it is used appropriately and by people who know what they are doing. There is more danger from domestic equipment used 'in the field'. If in any doubt, seek qualified advice.

The siting of control canes and punches should aim to reduce the chance of competitors falling on them.

G11.7 Roads and traffic

The approach and exit routes of competitors should be looked at and, if necessary, discussed with the local traffic police.

Road crossings on a course may need marshals, depending on the visibility at the crossing, the weather, the age of competitors and the traffic density. The marshals are there to stop the competitors, not the cars; even so they should use high-visibility clothing.

G11.8 The use of radios

Unless the competition is small and being held in a very compact space it is unlikely that the officials can easily communicate with each other. Radios can be useful in making an event run more smoothly; when there is any sort of incident they are invaluable.

G11.9 Checks for finishers

It is only possible to check for finishers if a 'check' has been made for starters, eg by ticking starters off on a pre-printed start list or by using control card stubs.

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Ticking starters off should produce an accurate start list (what about late changes?) but it is logistically difficult to match control cards from finishers with the list.

Use of the control card stub should mean that the registration number of the competitor's vehicle is available, but only if the starters are vigilant about getting them filled in.

The stubs are then matched against the control cards handed in at the finish. In theory, any unmatched stubs represent competitors out in the forest. However, experience has shown that this system is not foolproof. It works best in good weather with a small event and an efficient finish / results team. In bad weather with lots of wet cards it can be difficult to guarantee that the system doesn't produce outstanding stubs for people who have actually finished, or fail to spot someone who has been out for a long time.

Many events therefore tend to use the 'buddy' system. This supposes that most competitors do not travel alone and one of their companions will inform the organisation when a competitor has been out too long. It has the advantage that the 'buddy' knows the missing person and can give a description.

For those travelling alone the enquiries tent or registration should be able to record their details (on a control stub?) and, preferably, relieve them of something valuable such as their car keys so that there is an incentive for the competitor to report back. Unless the Organiser declares otherwise, the use of this reporting out / reporting back system is optional. It does no harm to remind competitors in pre-event information of their obligation to report back:

“Once started, you must report back to the finish”.

If a competitor is identified as not having finished then the Organiser must make a decision as to whether they are simply a bit overdue or seriously missing. Either way, the Organiser will want to get some preliminary information about the competitor, eg age, appearance, experience, course, start time etc.

If overdue then it could be appropriate to just wait – the lost competitor will almost invariably appear, having come to no harm. The competitor's friends might want to go and look; this may be a good idea provided that they have a copy of the right course and they are not likely to become missing themselves. They should only set out with the Organiser's permission, adequately equipped and with clear instructions about returning by a certain time.

If the Organiser feels that the competitor is missing and that there are genuine reasons for being worried then they must be prepared to take positive action.

G11.10 A missing competitor

Organisers should consider the following questions when deciding what to do.

1. *What factors should influence whether or not we search?*

- Age / experience of the competitor • Density of competitors still in the forest
- Amount of daylight left • Nature of the terrain
- Car left in car park • Elapsed time
- Weather now and forecast • Time of year
- Known medical condition

2. *What should we do then?*

Try and build up as much 'intelligence' as possible. Check obvious places and, if using stubs, verify the administration again. Get a good description of the person, both physical and psychological. Alert potential searchers, control collectors and others. Deal with the needs of friends and relatives. Quiz finishers to check if anyone has seen the missing competitor or anything unusual.

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3. *Who should be doing what?*

It is essential that the structure for this has been worked out before the event. Tasks to be done include:

- Gathering the intelligence
- Controlling the progress of the initial search
- Team leaders for search teams
- Liaison with other organisations (eg police, mountain rescue).

4. *How should we conduct a search?*

This depends on the environment and the nature of the problem. The deployment of searchers must be based upon probabilities and the terrain:

Probabilities Terrain

Which areas have the highest probabilities of containing the competitor?

A field may have the same area as a piece of woodland but can be covered much more quickly by a smaller number of searchers.

Allocate searchers accordingly.

There are two methods of search to consider:

Ribbon searching – this only covers linear features and the land on either side. A competitor injured in the middle of a thick block of forest may still be found by ribbon searching if they use their whistle or shout for help. Following the competitor's course is a sort of ribbon search but it is difficult whenever there is a route choice.

Sectoring – this involves a comprehensive sweep search of selected pieces of land. It is very slow and labour intensive - probably requiring more people than you will have available.

The reality of searching is that, if the missing person is unconscious, it will take a very long time to locate them in the sort of terrain that we use.

The search must be monitored closely to avoid duplication or omission. Any feature that cannot be 'cleared' must be noted, eg a mine-shaft. A map showing the progress of the search should be kept. If the area is not bounded by a good physical feature then consider the possibility that the person has strayed out of the vicinity completely. If there are perimeter or access roads then a quick tour by car may intercept the lost competitor.

If and when the missing person is found, it must be possible to recall the searchers.

5. *When should we contact the police and what sort of response should we expect?*

There is no simple answer but, in general, the police will appreciate early notification, even if you are not actually requesting help at the time. Their response will depend on the circumstances - they will decide whether to alert mountain rescue if you are in a suitable area or to start to gather searchers, based upon the information which you supply. It is important that you give as many details as you can of the situation and the missing person including, for example, home telephone number, car registration number etc.

Although an officer may attend reasonably quickly it can take a significant length of time for them to mobilise any number of helpers. Even when help does arrive, the expertise of orienteers to navigate precisely over complex terrain, even at night, should be remembered.

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6. *While the search is underway, what should be happening?*

The searchers themselves may have already had a long and tiring day. If the weather is bad, are they suitably prepared or will they become casualties themselves? Are the friends / relatives of the missing person being looked after?

Is there someone briefed to deal with the press (in consultation with the police)?
Are the searchers' families being informed that they will be late home?

7. *What pre-event preparation should be carried out?*

The organising team and the Controller should discuss plans for meeting various crises. One of these crises is the overdue competitor and everyone involved should be aware of their responsibilities should the situation occur. Members of the organising club (perhaps the control collectors as a minimum) should be alerted to the fact that they should not leave for home until everyone has been accounted for. If appropriate, they could be asked to bring head torch, food and suitable clothing – just in case.

Radios will make a big difference to the efficiency of the search but make sure that the batteries are not running down at the end of the day just when you most need them.

Potential danger points of the terrain should be thought of and, above all, the competitors adequately prepared for the event you are offering.

All clubs should ensure that their members are aware of the basic safety rules associated with orienteering. Running a search exercise for a missing competitor is informative and prepares the whole club for the day when it may be for real.

G11.11 **Finally**

The list of potential safety problems is very long and could cause Organisers a few sleepless nights. Orienteering history has many tales ranging from contaminated drinking water to clay pigeon shooting competitions, over-zealous soldiers (to put it mildly), winter hurricanes forecast to hit the forest half way through the day, be reassured that, if something like this happens to you, then it will live in the collective memory for a long time and you will have added something to the sport's folklore!

Appendix 2 – Insurance



**British
Orienteering
Federation**

MEMORANDUM

From: Don Locke, Secretary General.
To: Club and Association Secretaries
Date: October 20th, 1999.

BOF LIABILITY INSURANCE

The following important information comes from our Insurance Brokers:

On 26 April 1999 the Civil Justice system was amended to reflect a number of changes now known as the Woolf Reforms, the purpose being to resolve disputes more quickly but without necessarily having to resort to litigation. For personal injury claims in particular, the consequences for sport and recreation are considerable.

If an individual (the claimant) sustains an injury he or she has up to three years to issue a claim (formerly a writ) against another individual or club (the defendant) considered to have been negligent in causing the injury. The defendant has only 21 days to acknowledge receipt of the claim and a further 90 days either to accept or deny liability, and, in the case of a denial, to produce supporting documentation and evidence.

Failure to observe these timescales could give Insurers an opportunity to limit or even deny indemnity which, of course, could have serious ramifications for the defendant.

That being the case, all those involved in sport are now required to report to their Insurance Brokers every incident, particularly those involving a personal injury, which could give rise to a subsequent claim. This will ensure that detailed records are kept, so that in the event of a claim a defence may be more quickly and accurately mounted.

There are two important aspects to this:

❑ Claims under our insurance policy need to be handled by our Brokers, who now need to respond within three weeks of receipt of a claim (receipt by us, not by them). So BOF office needs to know of any claims *within two weeks*, so it can inform the Brokers. **It is essential that any BOF member or club who receives formal notice of a claim forwards this to BOF office immediately.** Failure to do so may invalidate your insurance cover. Formal notice of a claim will normally be in writing, e.g. a letter to the event organiser, but it need not be. Mere threats to sue do not count.; a quiet but determined phone call probably does.

❑ Our Brokers will need to keep detailed records of 'even, incident, particularly those involving a personal injury, which could give rise to a subsequent claim' so they can respond quickly and appropriately to any claim. This requirement is widely regarded as excessively bureaucratic and probably unworkable: almost any incident might possibly give rise to a claim; and event organisers cannot report incidents or injuries they do not know about. But **if a significant incident, and especially an injury, is reported it is essential that the details are recorded and forwarded to BOF.** The guidance is that this should apply to any injury which, in a place of employment, would be recorded in the Accident Book.

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BOF will shortly be issuing an Incident Reporting Form with its Event Registration forms, to be completed and/or copied as needed. These may well be inadequate for use by major or multi-day events, who may want to develop their own report forms, or come to an arrangement to use information supplied by whoever provides them with First Aid cover.

This is a good time to remind everyone that BOF insurance is liability insurance only. It covers everyone - members, clubs and BOF - in the event of a claim arising as above in connection with a BOF-registered event or other BOF recognised activity (e.g. use of permanent courses, including use by members of the general public). It is **not** medical or accident insurance in the normal sense, nor does it ensure property against damage, fire, theft, loss, etc. - unless someone makes a claim against us. If someone breaks a leg or damages their car through bad luck or their own stupidity, they have no claim and there is no cover. But if they can show that it was due to the event organisers' negligence or incompetence then they have a claim against us, and we are covered.



INCIDENT REPORT FORM

Club: Event/Activity.....

Location:..... BOF ER No.....

Date: Approx. Time of Incident:.....

PERSONAL INJURY

Nature of Injury:

Treatment Given:

Name of Injured Person(s):

BOF No. Age Class:

Address:

Tel No: Occupation:

Circumstances / Further Information:

PROPERTY DAMAGE

Details of Damage:.....

Name of Owner (if known):

Address:

Tel No: BOF No.....

Circumstances / Further Information:

WITNESSES or PEOPLE REPORTING INJURY or DAMAGE

Name:.....

Address:.....

..... Tel. No:

Name:

Address:.....

..... Tel. No:

continued over:

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Has the incident been reported to the police?.....

Details of Officer/Station:

Was the injured person taken to hospital?

Hospital Name and Location:

Please outline any implied or actual threat of legal action:

.....

Who in your view is responsible for the incident?

Any Additional Information/Comment/Opinion (in confidence)

.....

To be completed by a BOF member:

The above information is correct and complete, to the best of my knowledge.

Name:.....

Address:

Phone: e-mail:

Club:..... BOF No.

Signed: Date:

Please note:

The BOF insurance policy provides public liability cover. It protects all BOF members, individuals and clubs, in the event of a claim arising in connection with any BOF-registered event or other BOF 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 BOF office **within one week**. Any injury which, in a place of employment, would be recorded in an Accident Book, should be reported to BOF using this form or in some other written form.
- 2) Any BOF member or club who receives notice of a claim **must forward it to BOF office within one week of receipt**.

Failure to observe these requirements could invalidate the cover.

British Orienteering Federation, Riversdale, Dale Road North, Darley Dale, Matlock, DE4 2HX.

Tel: 01629734042

e-mail: bof@bof.cix.co.uk

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Appendix 3 - Start Lists – Summer Evening Events

Time	Yellow	Orange	Lt Green	Time	Yellow	Orange	Lt Green
17:46				18:31			
17:47				18:32			
17:48				18:33			
17:49				18:34			
17:50				18:35			
17:51				18:36			
17:52				18:37			
17:53				18:38			
17:54				18:39			
17:55				18:40			
17:56				18:41			
17:57				18:42			
17:58				18:43			
17:59				18:44			
18:00				18:45			
18:01				18:46			
18:02				18:47			
18:03				18:48			
18:04				18:49			
18:05				18:50			
18:06				18:51			
18:07				18:52			
18:08				18:53			
18:09				18:54			
18:10				18:55			
18:11				18:56			
18:12				18:57			
18:13				18:58			
18:14				18:59			
18:15				19:00			
18:16				19:01			
18:17				19:02			
18:18				19:03			
18:19				19:04			
18:20				19:05			
18:21				19:06			
18:22				19:07			
18:23				19:08			
18:24				19:09			
18:25				19:10			
18:26				19:11			
18:27				19:12			
18:28				19:13			
18:29				19:14			
18:30				19:15			

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Time	Red	Green	Blue	Time	Red	Green	Blue
17:46				18:31			
17:47				18:32			
17:48				18:33			
17:49				18:34			
17:50				18:35			
17:51				18:36			
17:52				18:37			
17:53				18:38			
17:54				18:39			
17:55				18:40			
17:56				18:41			
17:57				18:42			
17:58				18:43			
17:59				18:44			
18:00				18:45			
18:01				18:46			
18:02				18:47			
18:03				18:48			
18:04				18:49			
18:05				18:50			
18:06				18:51			
18:07				18:52			
18:08				18:53			
18:09				18:54			
18:10				18:55			
18:11				18:56			
18:12				18:57			
18:13				18:58			
18:14				18:59			
18:15				19:00			
18:16				19:01			
18:17				19:02			
18:18				19:03			
18:19				19:04			
18:20				19:05			
18:21				19:06			
18:22				19:07			
18:23				19:08			
18:24				19:09			
18:25				19:10			
18:26				19:11			
18:27				19:12			
18:28				19:13			
18:29				19:14			
18:30				19:15			

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Appendix 4 Finish List

No.	Time		No.	Time		No,	Time
1			46			91	
2			47			92	
3			48			93	
4			49			94	
5			50			95	
6			51			96	
7			52			97	
8			53			98	
9			54			99	
10			55			100	
11			56			101	
12			57			102	
13			58			103	
14			59			104	
15			60			105	
16			61			106	
17			62			107	
18			63			108	
19			64			109	
20			65			110	
21			66			111	
22			67			112	
23			68			113	
24			69			114	
25			70			115	
26			71			116	
27			72			117	
28			73			118	
29			74			119	
30			75			120	
31			76			121	
32			77			122	
33			78			123	
34			79			124	
35			80			125	
36			81			126	
37			82			127	
38			83			128	
39			84			129	
40			85			130	
41			86			131	
42			87			132	
43			88			133	
44			89			134	
45			90			135	

Appendix 5 - Deeside Orienteering Club – SEEvent Accounts

VENUE: DATE: ORGANISER:

ENTRY FEE INCOME

Total entry fee income		£
No. of Vouchers	No. of free helper runs (jun/sen)	/
No. of Senior starts*		*From results – needed for BOF levy and statistics (seniors are M/W21 and over)
No. of Junior starts*		

OTHER INCOME

Extra Map Sales @ 50p	
Results Envelopes @ 30p	
Car Parking	
SI Card hire @ 50p	
Other	
TOTAL INCOME counted and signed for by:	
Where possible, checked by:	

EXPENDITURE (if paid by Organiser) Wherever possible, please obtain a receipt for money paid out

Organiser's Expenses	
Planner's Expenses	
Controller's Expenses	
Land Access	
Toilets	
Parking	
First Aid	
Postage (Entries and Results)	
Printing	
Orange Juice	
Other	
OTAL EXPENDITURE	
NOTIONAL PROFIT / (LOSS)	

For Treasurer's use only:

BOF levy	
Reserve	
ACTUAL PROFIT / (LOSS)	

Please return to Jill Barnes, 111 Station Road, Delamere, Northwich, Cheshire CW8 2HZ with a cheque (if appropriate), any receipts and invoices, and one copy of the event results within **four** weeks of the event. Thanks!!

Appendix 6 - SEE's Organisers Equipment Requirements - Tick Lists

According to the Organisers Guidelines the following is required:

Before The Event

1. 10 Road Direction Signs
2. 2 Runner signs

Registration and Start Time Allocation

3. Large board listing courses with distances & technical difficulty
4. Large board outlining the new registration procedure
5. Signs for car windows indicating where to
 - a) Register and pay
 - b) Get start times
 - c) Maps, Control Cards & Control description sheets (provided by the planner – ensure there are sufficient)
6. Cash Float
7. Start lists – one set per course
8. Waterproof pens with clipboards
9. Map corrections (provided by planner)
10. Results envelopes – do not buy – spares with Barbara Jones
11. Receipt Book

Start Equipment

- 1) Start clock or watch synchronised with finish clock
- 2) Flip-over clock
- 3) Spare stubs (people lose them)
- 4) Waterproof pens
- 5) Stub collecting box
- 6) Plastic bags and elastic bands for stub transfer
- 7) Map corrections board at pre-start (provided by the planner)
- 8) Porta shelter
- 9) Master maps
- 10) MM shelter
- 11) Start control
- 12) Tape, pegs & canes for marking start

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Finish Equipment

1. Tag Heuer finish clock (with instructions)	2. Tent
3. 4 'AA' batteries for clock	4. Stakes (or canes) for funnel
5. Back-up clock or wristwatch	6. Tape
7. List for manual finish times (if needed)	8. Table
9. Clip board	10. Chair
11. Heavy duty numbered finish tickets	12. 'FINISH' sign
13. Staplers + staples	14. Spare control cards
15. Pens	16. Small plastic bags
17. Elastic bands	18. Orange juice (3litres of juice to 15 litres water,
19. Rubbish bags	20. Cups (200-250), table, water

Results Equipment

21. Shelter
22. Table(s); helpers to bring chairs/4 folding chairs now in kit
23. Results line
24. Waterproof pens
25. Staplers – at least 2
26. Staples (that fit!)
27. Elastic bands & polythene bags

Appendix 7 - GUIDELINES FOR REVISION, USE AND PRINTING OF MAPS

Planners

Commercially printed map stocks are held by Eifion (Gwyn) Thomas, Deeside printed maps are held by Robin Tilston.

The 10 maps suggested (see over) for planning purposes should, where possible, be taken from old stocks with an up-to-date map for guidance.

The Event Entries table should be used to estimate the number of maps required for an event (unless special circumstances apply).

Maps will not be revised before an event unless significant changes to the area have taken place, or there is a specific need for the event, and Committee has agreed to a new version. Wherever possible, old stocks of maps should be used up before new prints are made – map corrections are quite acceptable for local and district events!

Where a map has been newly surveyed or revised the planner must receive and agree a draft copy of the map before a full print run is undertaken.

Organisers

Commercially printed map stocks are held by Eifion (Gwyn) Thomas, Deeside printed maps are held by Robin Tilston.

If there are sufficient surplus maps at an event, additional maps may be sold at 50p each.

Surplus maps should be returned as soon as possible to either Gwyn or Robin, as appropriate.

Mappers

No surveying to be undertaken without the written agreement of Committee.

Mileage may be claimed, currently at 15p/mile; other expenses must have the written, prior agreement of Committee.

Maps will not be revised unless significant changes to the area have taken place, or there are specific needs for a particular event, and Committee has agreed to a new version.

Printer

All maps printed should show the date of the most recent revision.

Where a map has been newly surveyed or revised the planner must receive and agree a draft copy of the map before a full print run is undertaken.

Numbers of maps printed for an event should normally be as shown on the table, less the number of existing maps of the same revision date. The 10 maps suggested for planning purposes should, where possible, be taken from old stocks with an up-to-date map for guidance.

Committee agreement must be given for the printing of double-sided maps.

Maps should be sold to other orienteering clubs, scout groups, etc. at 35p per A4 copy, pro rata for A5.

A spreadsheet should be kept of sides printed (from the printer counter), date and name of map, and consumable use and purchase, for submission to Committee as required.

Receipts for expenditure on consumables must be submitted to the Treasurer for payment.

Event entries and suggested map numbers required

SEE	00/01	01/02	02/03	03/04	04/05	Print run to:
Arrowe Park	94	97	89	97	80	120 + 10 +25
Delamere	103	215	216	177/193	191/157	250 + 10 +25
Eastham	102	161	128	134	126	170 + 10 +25
Eaton Park	80				107	120 + 10 +25
Halkyn			40	33	36	50 + 10 +25
Little Budworth		181				220 + 10 +25
Marbury		121	160		98	170 + 10 +25
Primrose Hill		169	156	179		220 + 10 +25
Rivacre	113	97	103	66		120 + 10 +25
Runcorn Town Park	74				74	100 + 10 +25
SCHOOLS **						
Arrowe Park	172	70	108		120	150 + 10 +25
Delamere		230		177		250 + 10 +25
Eastham		90	126		139	160 + 10 +25
Eaton Park				128		160 + 10 +25
Marbury		76		78	108	130 + 10 +25
Pettypool			130		154	180 + 10 +25
Rivacre	168			126		150 + 10 +25
Runcorn Town Park	114					140 + 10 +25
DISTRICT (CC)						
Frodsham Hill				275	273	330 + 10 (+25)
Little Budworth	113	149				160 + 10 (+25)
Marbury			99			120 + 10 (+25)
Old Pale				145		175 + 10 (+25)
Pettypool		172				210 + 10 (+25)
Primrose Hill					183	220 + 10 (+25)

** Higher numbers may be needed for events 5 and 6 in the series

+10 additional numbers for planner

+25 additional numbers for master maps (where required)

Produced by Jill Barnes – February 2006