



Deeside Orienteering Club

Level D Summer Sprint Series Events

Guidelines for Organisers, Planners, SI Coordinators

Document History:

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Introduction

These Sprint Series guidelines are intended to provide key information and helpful checklists to aid the event Organisers and their helpers achieve consistency and high standards across all the events.

In 2018, the second year of the sprint series format, the sprint event attendance rose to up to 70 competitors.

The event is run with fewer helpers than the "forest" Summer Series events and has a different format so this document contains important information for Organisers, Planners and SI Coordinators. Instructions for Competitors are also provided.

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People Involved

Other Deesiders involved in various aspects of the events are the Fixtures Secretary, the Area Coordinators, the Planner, the SI Coordinator and the Controller.

The Fixtures Secretary will negotiate the dates of the event, register the event with British Orienteering and organise, through others, advertising of the event. S/he will be able to advise on insurance and other external matters.

The Area Coordinators - see the list of personnel on the website - will obtain the key permissions. The Organiser may need to deal with some local permission such as parking but the Area Coordinator will be able to advise on usual arrangements if they exist.

The Planner plans the courses, identifies any out of bounds areas, arranges printing of the event maps and control description sheets, puts out the controls, monitors them during the event and, with the help of others recruited by the Organiser, collects the controls in after the event closing time. The Planner should never be expected to collect all the controls after the event. At Sprint Series events, the Planner also acts as a helper on the day.

The Organiser must liaise closely with the Planner on sensible location of the Start and Finish in relation to car parking and Registration in order to minimise logistical problems. The Organiser must also seek input from the Planner to the Event Risk Assessment.

The SI Coordinator sets up the equipment, supervises any SI helpers at the event; handles queries & changes to control numbers; does the safety check that all starters have finished; and takes backups of the event data during the course of the event.

The Controller is responsible for ensuring that the Organiser and Planner stage the event fairly & safely, in accordance with the British Orienteering Rules and, as such, may be called upon to advise and support the Organiser. The Controller will countersign the Event Risk Assessment Form. At Sprint Series events, the Controller also acts as a helper on the day.

All event officials – Organiser, Planner, Controller – must have completed a British Orienteering Event Safety Workshop.

Resources for Organisers

The Resources page on the DEE website is an invaluable source of material to help Organisers and Planners with their work and to save them “reinventing the wheel”.

Organisers should be familiarise themselves with the documents available on this webpage **and be aware that these documents may be more up-to-date than the information contained within these guidelines which are only reviewed annually.**

The Event Resources web page contains links to everything that you need:

- Club Equipment Inventory (some of the kit required by Organisers).
- Area permissions (the Area Coordinators)
- British Orienteering Rules - read Appendix E: Safety
- British Orienteering Safeguarding O-Safe Policy - read this
- The DEE equipment insurance policy, equipment insurance renewal and summary of cover, the Single Even Summary of Cover & Risk Assessment Guidelines and the Insurance Major Event form (the latter covers eg hired toilets that may be left overnight). READ THESE.
- British Orienteering Public Liability Insurance Cover Note & British Orienteering Public Liability Insurance FAQs. READ THESE.
- Blank Event Risk Assessment form (download and complete)
- Directions to DEE areas (for cutting & pasting into event final details)
- Proforma Helpers List & Information Sheet (to complete & send out to helpers before the event)
- Event entry form (ensure there are enough copies before the event, if not print more)
- Free Run Voucher Process (what to do with free run vouchers at and after the event)
- Registration Team Map Number Checklist (to keep track of number of maps sold on the day)

- Event accounts spreadsheet (for Organiser completion after the event and return to Treasurer along with entry forms and entry income).
- List of DEE First Aiders (to aid recruitment for your event)
- Event Officials Comments pro-forma for each Organiser to download, contribute to and gather other Official's inputs for the event and arrange for it to be uploaded to the DEE website.

Organiser's Responsibilities

6 weeks before the event:

- Confirm permissions are in order by contacting the Area Coordinator and, if necessary, the Local Council Area Coordinator (see list on website) and determine if any other permissions are needed (e.g. parking).
- Review all the Resources for Organisers and gather together all documentation that you will need to have for reference or to complete.
- Decide on your number of helpers. Look at the 'Summer Evening Sprint Series Format - Instructions for Officials document' in Appendix 1 of this document as a guide. Start recruiting your helpers. It is a good idea to use the DEE membership list to identify those who live nearest the event. Ring people up. Use the DEE Facebook group and the DEE Yahoo Group for a general appeal if necessary.
- Liaise with the Planner on the location of the start and finish, the distances to the start and back from the finish. You will need this for your event details.
- Read through British Orienteering Rules, Appendix E: Event Safety
- Download and complete the Event Risk Assessment in consultation with the planner. Do not sign it yet as the Controller may require changes. If local council permission is required you may also need to complete an event plan (the Local Council Area Coordinator can advise you about this and provide an example).
- If needed, order a portaloo.
- Read through the 3 documents on DEE's Insurance and the 2 documents on British Orienteering Public Liability Insurance on the DEE Event Resources webpage. **Please note that if any equipment is going to be left out unattended, you need to inform the DEE insurers a week beforehand, via our treasurer.**
- 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, registration and results systems must work.

3 weeks before the event:

- Finalise helper availability.
- Recruit 1 or 2 First Aiders. Exchange mobile phone numbers.
- Email the 'Summer Evening Sprint Series Format - Instructions for Officials' document to your helpers, along with Enquiries Helper's Instructions and, if required car park helper's instructions pages in this document. You can cut & paste the latter two from this document.
- Ensure that the equipment you need is available and arrange to collect it at the end of the previous event or from Mike Smithard or other sources.
- Agree with the planner how many maps will be printed for each course (based on numbers at previous events).
- Ask your Controller to review the risk assessment. Make any agreed changes, sign it and get the controller to sign it. If, for some reason, your "Controller" has not been on an Event Safety Workshop, you will need to ask a Controller who has to review and countersign the risk assessment. The list of Event Safety workshop attendees is on the Dee Event Resources webpage.

1 week before the event:

- Collect/sort equipment and make good any deficiencies.
- Ensure that the First Aid rucksacks are complete; site one at Registration, the other at the Finish.
- Read Appendix E on Event Safety again. Pay particular attention to section 5 on Checks for Finishers. Make sure that you have a plan for overdue/missing runners and enough helpers should you need to instigate a search.
- Check/prepare your registration/start/finish materials. Ensure that there are enough entry forms including for groups.
- Remember, as all maps except Yellow will be at the start, NOT registration, to print out the Registration Map Number Check lists and get the exact number of maps printed from the Planner. Always mark up the Map Number checklist with 2 or 3 less maps than actually printed to allow for eg competitors picking up 2 maps.
- Prepare signs for the event (there is a file of proforma for you to download and complete in the Organiser section of the Event Resources webpage) as necessary including the information on course lengths & number of controls from the Planner.
- If necessary, reconfirm arrangements with landowners or rangers.
- Organise with the Planner when and where the maps and (if available) control description sheets will be delivered to you. (Yellow maps are handed out at registration; other course maps go to the start team.)
- Obtain a cash float for registration purposes and, if necessary, for car parking.

On the day:

- Put out road signs on your way to the event.
- Allow enough time to set up and solve any last minute problems. You will need to help set up the DEE tent if it is being used.
- Set the start clock. As we use a punching start, a watch synched to GMT/BST as appropriate will be fine.
- **Make sure you have enough people around at the course closing time to deal with the situation of possible missing competitors.**

After the event:

- Check that the SI Coordinator has posted the results on the DEE website.
- Write the Organiser's comments, and collect comments from the Planner and the Controller. Merge them all into the downloaded proforma Word document and either send that to the Web Editor or, if you're on the list of uploaders, upload it as a pdf to the web directly.
- Finalise the accounts and **send to the Treasurer**
 - A full set of results and the signed Risk Assessment Form
 - A completed accounts sheet (mileage rate – currently 25p per mile).
 - A cheque(s) or bank transfer for the balance after expenses have been taken out & distributed.
 - Any receipts, invoices and free run vouchers. Make sure to get/give receipts for anyone's expenses and attach them to the accounts – a receipt book should be in the registration box
 - All entry forms, including schools or group entry forms with the teachers and helpers names on.
 - A copy of the helpers list – members or non members
(The latter 2 are required to fulfil our obligations to our new insurers. Records of anybody involved in an event have to be kept for five years in case of litigation.)
- Send a copy of the results directly or via the Area Coordinator to landowners, officials etc and write on a note of thanks.

APPENDIX 1: Summer Evening Sprint Series: Instructions for Officials

Overview

Two-part sprint races will form the latter part of each year's summer evening event programme with the events deliberately structured to minimise the number of helpers needed. They will allow us to continue to provide a full programme of events for beginners whilst including courses for the more experienced which are not compromised by undergrowth.

Event Structure

Conventional Yellow and Orange courses for beginners.

Two 2-part sprint classes (2 x 2.5km and 2 x 2.0km) for the rest.

What the Sprint Competitor Gets

Two sprints, each with a fastest time of the order of 10 minutes, with a 'time out' (like you would have for a road crossing, but without a maximum time set) between the two. The courses can be run in either order. The overall result depends on the total time (although times for the separate courses will also be published); download only once, after the second course.

Arriving at the start, you join the queue (if there is one) for your class.

Clear and check at the head of the queue.

The electronic start clock will be running, just to help runners keep themselves a minute apart: when it beeps, punch 'start' and pick up a map ('Odd' if starting on an odd minute, 'Even' if an even minute, to help spread people out – though it's not a problem if you pick the wrong one).

At the end of your course, punch 'finish'. **Do not go to download.**

When ready to run your second course, rejoin the queue. This time, **you MUST NOT clear and check** (otherwise you will wipe out your first run). Don't bother waiting for an odd/even time – just take the next available time. When you start, punch 'start', take a map for the course you didn't do before and go. Your time-out ends when you punch the start box.

At the end of your course, punch 'finish' then download.

Implications

1) Planner

Courses to be planned:

1 x Yellow

1 x Orange

2 x 2.0km sprint ('short')

2 x 2.5km sprint ('long')

Start and finish effectively to be in the same place (no more than a few metre apart) as they will be supervised by the same person. Ideally, they should also be close to download to make communication easier.

The SI boxes used for the start and finish must be normal control boxes, NOT the usual 'Start' and 'Finish' SI boxes. This makes it possible for two courses to be run without downloading, clearing and checking in between, giving the total of the two course times as the overall time. [A dedicated start box can't be used with an uncleared dibber and so would not react to the dibber at the start of the second sprint, so that timing of the first leg of the second stage would be lost. A dedicated finish box would overwrite the first finish time with the second, so that timing of the last leg of the first stage would be lost.]

When sending the export of course data to the SI coordinator, the planner also needs to say what codes are being used for the start and finish.

Yellow and Orange: no loose descriptions; descriptions on map; text descriptions (i.e. same format as for the Schools' League). Yellow maps at start, but available before starting; Orange maps collected after starting.

Sprint courses: pictorial descriptions, on the map only (no loose descriptions); number and code to be next to circles on maps.

Courses to be labelled 'Odd' and 'Even' not A + B.

During the event, the planner and the controller (only one needed at a time) will be looking after the start and the finish.

2) Start

Planner to set up after putting out the controls.

Automatic start clock set to bleep and with time display visible from sprint map boxes.

Four canes (one for each class) to mark the head of each queue. (NO taped boxes!)

Clear and check boxes in starter's hand next to canes; when necessary, starter can remind competitors to clear before their first run only.

Sprint map boxes labelled with class and 'Odd' / 'Even' as appropriate.

Staffed by the planner and controller between them (only one needed at a time). Only real tasks are to make sure that everyone punches the check box before first starting, to make sure nothing gets nicked and to answer questions from anyone who is confused – competitors will sort out starting themselves.

3) SI

See separate sheet of Summer Evening Sprint Series Instructions for SI Coordinators in Event Resources section of the DEE website.

For ease of control numbering and map printing, the stages are individual courses labelled Long O and Long E, or similar; the course data is imported into SITiming, where the individual stages are combined into the complete course variants (LongOE and LongEO etc), which allows the stages to be run in either order.

The timeout period is between the finish control of the first stage and the start control of the second stage.

4) Event Timings

Registration: 17.30-18.30

Start: first run to start 18.00 – 18.45 (including Yellow + Orange)

Courses close: 19.45

[As start and finish are together and supervised by the same person, there is no need to specify a last start time for the 2nd run – start can be taken in after 19:35.

Not putting a limit on the timeout between runs allows flexibility for eg parents and split runs]

5) Staffing

Organiser (who also covers registration: collect money and forms, tick off maps)

Enquiries person to help beginners

SI person (who also covers SI card hire)

Planner

Controller

(last two to share supervision of start/finish)

You will also need to identify one (or more) person to provide first aid cover, but this can come from competitors – they won't be out for long!

You may need a car parking marshall if appropriate.

6) Summer League

Appendix 3 contains a table showing which sprint course each Galoppen class should run.

Only use the colour coded colour labels for the Yellow and Orange courses.

As a general principle, aim to get the competitor to do as much of the work as possible. If in doubt, remember: it's only an evening event, not the British Champs!

Instructions for Helpers

Car Parking (if required) **1 person (from 17:00)**

1. Collect parking fee if required
2. Give out entry forms, 1 to each participant or a Group Entry form to responsible adult for Schools or eg Scouts
3. Ask if a novice and, if so, direct them to enquiries for assistance.

Equipment

Yellow marshal jacket
Entry forms
Bucket and cash float if car parking charge

Enquiries **1 person**

Arrive at 17:00 to help put up the DEE tent if it is being used

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.

'In a nutshell', competitors will turn up; complete an entry form; pay and get a description sheet (if there is one) (and a token for an SI card if necessary); optionally go to SI card Hire and exchange their token for a hired SI card; go to the start; clear their SI card.

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

Take time to tell newcomers about the club and give them an information leaflet (with a free run voucher incorporated).

Equipment

Yellow marshal jacket or DEE gilet
Enquiries boards, material and table in with the Organiser's kit
Entry forms
Bring your own chair

NB: Entry process:

Help the newcomer fill out the entry form.

Go with them to registration and help select which course to run.

Take the completed registration form and orange SI card hire token to the Registration team.

Show the newcomer how to hold the SI card and tell them what it does.

If they are doing the 2 part sprints, remind them to read the Competitor's Instructions and the importance of going to download (safety check).

Ask them to come and tell you how they got on after their run

SEE Organisers Equipment Checklist

This kit is passed on from event to event. Some items may not be necessary for your event but should be passed on to the next organiser. **This is not an exhaustive list.**

Road Signs

Road Direction and parking signs

'Caution Runners' road signs if necessary

First Aid Rucksacks (2)

Check contents. Make sure that there are blank British Orienteering accident forms in the rucksacks

Registration and Start Time Allocation

DEE banner

Enquiries table, boards and leaflets

Large board listing today's courses with distances & technical difficulty

Large board outlining the registration procedure

Sign showing where SI card hire is

Signs for car windows indicating where to enter (pay & get Description sheets and Yellow maps in exchange for the entry form)

Cash Float & box to keep it in

Orange SI card hire tokens - usually stored with SI cards so get from SI Coordinator on the day

Waterproof pens with clipboards

Receipt Book - groups often require a receipt

Box/container for Entry forms

SI Card Hire

SI Coordinator provides SI Cards

Organiser prints blank lists of SI card numbers for hire

Start Equipment

Start clock

Shelter for helpers - if wet

Clear and check SI boxes. Start box & start kite – provided & positioned by planner

Tape for marking route to start if required

Finish Equipment

One finish box & kite – provided & positioned by the planner

'FINISH' sign

Results Equipment

Red DEE Tunnel Tent

Everything else provided by SI Coordinator

Control Collectors

Tell control collectors to bring a mobile phone, head torch and bags or rucksacks to carry gripples, control boxes, control kites and gripples.

Gripple keys (ensure planner has enough in advance).

Appendix 3 Instructions for Competitors

Special Arrangements for the Sprint Classes

[NB: this only applies to the sprint classes: Yellow and Orange will be as normal]

Each class involves two sprint courses, each planned for a fastest time of the order of 10 minutes, with a 'time out' (like you would have for a road crossing, but without a maximum time set) between the two. The courses can be run in either order. The overall result depends on the total time; download only once, after the second course.

Arriving at the start, you join the queue (if there is one) for your class. Clear and check at the head of the queue. A clock will be running, just to help you keep yourselves a minute apart: when the minute changes, punch 'start' and pick up a map ('Odd' if starting on an odd minute, 'Even' if an even minute, to help spread people out – though it's not a problem if you pick the wrong one).

At the end of your first course, punch 'finish'. **Do not go to download.**

When ready to run your second course, rejoin the queue. **This time, you MUST NOT clear and check** (otherwise you will wipe out your first run). Don't bother waiting for an odd/even time – just take the next available time. When you start, punch the start, take the map for the other course and go. The time-out is from the finish of the first stage until the start of the second.

NB: this is a change from last year – you now punch the start both times.

At the end of your course, punch 'finish' then download.

Pictorial descriptions, on the map only (no loose descriptions); number **and code** next to circles on maps.

There is no maximum time for the 'time out' between your runs: this is to allow parents looking after children to alternate their runs.

Although there will be an official at the start/finish to answer questions, it will be up to you to start yourself.

Event Timings

Registration: 17.30-18.30

Start: first run to start 18.00 – 18.45 (including Yellow + Orange)

Start closes: 19.30

Courses close: 19.45

Trophy	Age Class	Sprint Course
Senior Ladies A	W20+	Long
Senior Ladies B	W20+	Short
Junior Ladies B	W18-	Short
Senior Ladies C	W20+	Short
Junior Ladies C	W18-	Short
Junior Ladies D	W16-	Orange
Junior Ladies E	W14-	Yellow
Senior Men A	M20+	Long
Junior Men A	M18-	Long
Senior Men B	M20+	Short
Junior Men B	M18-	Short
Senior Men C	M20+	Short
Junior Men C	M18-	Short
Junior Men D	M16-	Orange
Junior Men E	M14-	Yellow