6 – Finish

Immediately after each Pupil finishes their Course, they should report to the Download Tent once more so that their Race Time can be retrieved from the SI-Card they are carrying.

The Finish Team will take back their Hired SI-Card and present the Pupil with their Split Times and Race Time on a small printout.

Important: Once a Pupil has entered they **MUST** then report to the Download Tent before they leave the Event Area; even if they did not actually start or if they abandoned their Course.

Failure to return to the Download Tent and download the details from their SI-Card may result in a search being mounted for the Pupil in the Event Area. A frustrating and pointless endeavor that risks serious consequences.

7 – Before you leave

Please could the Group Leader briefly check-in with the Finish Team in the Download Tent just prior to your party leaving.

This will assist the Finish Team in ensuring that there are no mistaken beliefs that one of your Pupils is out somewhere in the Event Area when in reality they are warm and comfortable on your Bus.

8 – Check the Results

As soon as possible after the Event, the Event Team and Schools League Coordinator will publish the Results on the Deeside Orienteering Club Website. This will also include the Individual Rankings and the updated Schools League Table.

Usually a Tweet is published on Twitter by @DEE_OClub announcing that the Results are now up.

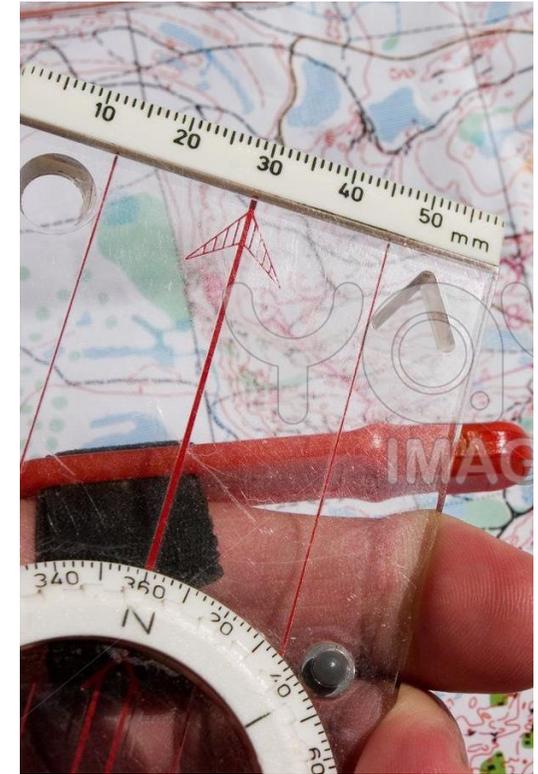Check your results and glory in the success.

9 – Prize Giving

The last event of the series, the Schools' Relay Event, will also incorporate the Grand Prize Giving Ceremony. Certificates, Cups, Shields and Medals will be awarded.

CHESHIRE AND MERSEYSIDE SCHOOLS LEAGUE
www.deeside-orienteering-club.org.uk

CHESHIRE AND MERSEYSIDE SCHOOLS LEAGUE

Event Guidance for Group Leaders

1 - Before an Event

A short while prior to each Event you will receive an email from the Schools' League Coordinator containing a set of registration instructions for the Event as well as a list of your Pupils already known to the Schools League.

- Add any new Pupils to the list who you are intending to bring along to the Event. Please provide their Name, Date of Birth and their Gender.
- For each Pupil you believe will be attending the Event, please indicate which Course they are likely to compete in White (W), Yellow (Y), Orange (O), Light Green (LG) or Green (G).
- Return the now updated list to the Schools League Coordinator prior to 8PM on the Wednesday before the Event. Send it to schools-league@deeside-orienteering-club.org.uk

2 - At the Event

Upon your arrival at the Event please complete the Schools League Entry on the Day Form. It is designed to assist you in calculating the number of SI-Cards you need to hire and the Event Fees that need to be paid.

Present the completed Form and your fees to the Event Registration Team (*usually located in 1 or 2 Cars in the Event Car Park*). Your completed Form will hasten the work that the Registration Team have to perform on your behalf.

In return, you will be given several SI-Card Hire Tokens; one for each of the Hire Cards you have requested.

Distribute the Hire Card Tokens to those Pupils who need them.

3 – Kit Check

Every Pupil will need:

- A Compass
- A Whistle
- An SI-Card Hire Token (*or their own SI-Card*)
- To know their Schools League Membership Number. *This is how we identify each Pupil and ensure that they get the right number of Ranking Points in the Schools League.*

The Down Load Tent is the Red Tunnel Tent

4 – Enter the Event

Every competitor must go to the Download Load Tent:

- To get their hired SI-Card (*in exchange for the Hire Card Token*), if they need one.
- To complete the Punched Entry procedure. This is an essential safety process so that we know who is actually competing in the Event.

5 – Start

Once your Pupils have received their hired SI-Card and completed the Punched Entry process then they are free to go to the Start to begin their Course.

Please be aware that both the Download Tent and the Start can get quite busy (*if everyone turns up all at once*), so if you can spread things out a bit, it will be appreciated by everyone. Thanks.