



CHECK LISTS

for

BADGE

and

NATIONAL EVENTS

(November 2004)

## INTRODUCTION

The accompanying Check Lists have been prepared at the request of the BOF Technical Committee to complement the existing publications on Planning, Organising and Controlling Badge and National Events.

Where possible reference has been made to the appropriate section in the BOF Rules and Guidelines, The Planners Handbook (PHBK) or The Major Event Organisers Handbook (MEOHBK).

Other publications which expand and clarify the planning aspects of these lists include:

Course Planning (Graham Nilsen - 1995) - the BOF Course Planning Manual  
The Art of Good Course Planning (Compass Sport Articles by Tony Thornley : June -  
December 1992)

The Check Lists have been designed for use by :-

The Event Organiser or Co-ordinator  
The Race Day Organiser  
The Planner(s)  
The Controller  
Team Leaders and other Event Officials

The lists have been set out so that they can be sub-divided and issued to the relevant officials responsible for different parts of the event.

Of necessity, they are comprehensive and there are certain aspects that will not apply to all events, so these can be deleted before the lists are issued.

However the authors do not claim that they are "all embracing" and there may be aspects of a particular event that are not specifically covered.

Their primary aim is to encourage the main officials to start to think about all aspects of the event in good time **and to communicate with each other** so that nothing of importance is missed.

**TONY PENNICK &  
HOWARD LOUGHLIN**

**June 1993**

### **Issue 2**

Check Lists all updated and revised to be consistent with BOF Rules Revision 1997 version.

**TONY PENNICK**

**January 1997**

### **Issue 3**

Checklists all updated and revised to be consistent with BOF Rules 2003

**KATY STUBBS**

**November 2004**

## **CHECK LISTS : TITLES**

- 1. EARLY CONSIDERATIONS**
- 2. EVENT TIMETABLE**
- 3. ENTRY FORM**
- 4. PRE-RACE INFORMATION**
- 5. DEALING WITH ENTRIES**
- 6. PLANNING - Initial Preparations**
- 7. PLANNING - Courses**
- 8. PLANNING - In the Forest**
- 9. PLANNING - Master Maps/Overprinting/Descriptions**
- 10. PLANNING - the week before the Event**
- 11. CONTROLLING - Controller's Requirements**
- 12. ORGANISATION - Initial Preparations**
- 13. ORGANISATION ON THE DAY (and just before)**
- 14. ORGANISATION ON THE DAY (and just after)**
- 15. ADDITIONAL REQUIREMENTS FOR NATIONAL EVENTS**

## **CHECK LIST No. 1 : EARLY CONSIDERATIONS**

*The items on this list need to be considered at an early stage, as they could have an important bearing on the success or otherwise of the event.*

### **Venue**

#### **Date of event**

**BOF Registration** (ER1 to Regional Fixtures Secretary) ..... *see Rule 2.2.1*

**Permission :-** ..... *see Rule 1.6.4*

- Land owners ) Competition area,
- Tenants ) Parking and Assembly area,
- Others (Local inhabitants) ) Access routes etc.

#### **Permission limitations :-**

Environmental considerations ..... *see Appendix F*

- On numbers of competitors
- Out of bounds Areas and Crossing Points
- Other Activities in the same area (e.g. shooting, car rallies etc.)
- Traders; Dogs; Club tents; allowed ?

#### **Parking :-**

- Location - map reference on ER1 form
- Problems (e.g. wet ground, field entrances)
- Limitations (e.g. vehicle size, numbers)
- Emergency alternatives (for larger than expected numbers, bad weather etc.)

#### **Assembly Area :-**

- Location; Problems ?
- Facilities offered (Toilets, shops etc.)

#### **Competition Area :-**

- Suitability for proposed event
- Likely changes (e.g. felling, new fences etc.)
- Safety considerations ..... *Appendix E*

#### **Competition Details :-**

- Master Maps or Overprinted Maps
- Classes offered
- Pre-entries and/or Entry on the Day and/or Internet Entry
- Electronic vs Maual Punching

**Major Officials appointed :-** ..... *see Rule 4 and Appendix C*

- Organiser
- Planner(s)
- Controller
- Mapper(s)
- Mapping Adviser ..... *see Appendix H*

Entries Secretary

**Map (New or Revised) :-** ..... *see Rule 5 and Appendix H*

- Mapping plans (New map, re-survey, reprint)
- Scale(s) to be offered, Contour Interval
- Timescale

**Map (Existing) :-** ..... *see*

*Rule 5*

- Date of last revision & adequacy of survey
- Number of maps available

**Timetable :-** ..... *see Check List No. 2 and Guidelines B &*

*C*

**Publicity :-** Advert in Compass Sport, leaflets etc.

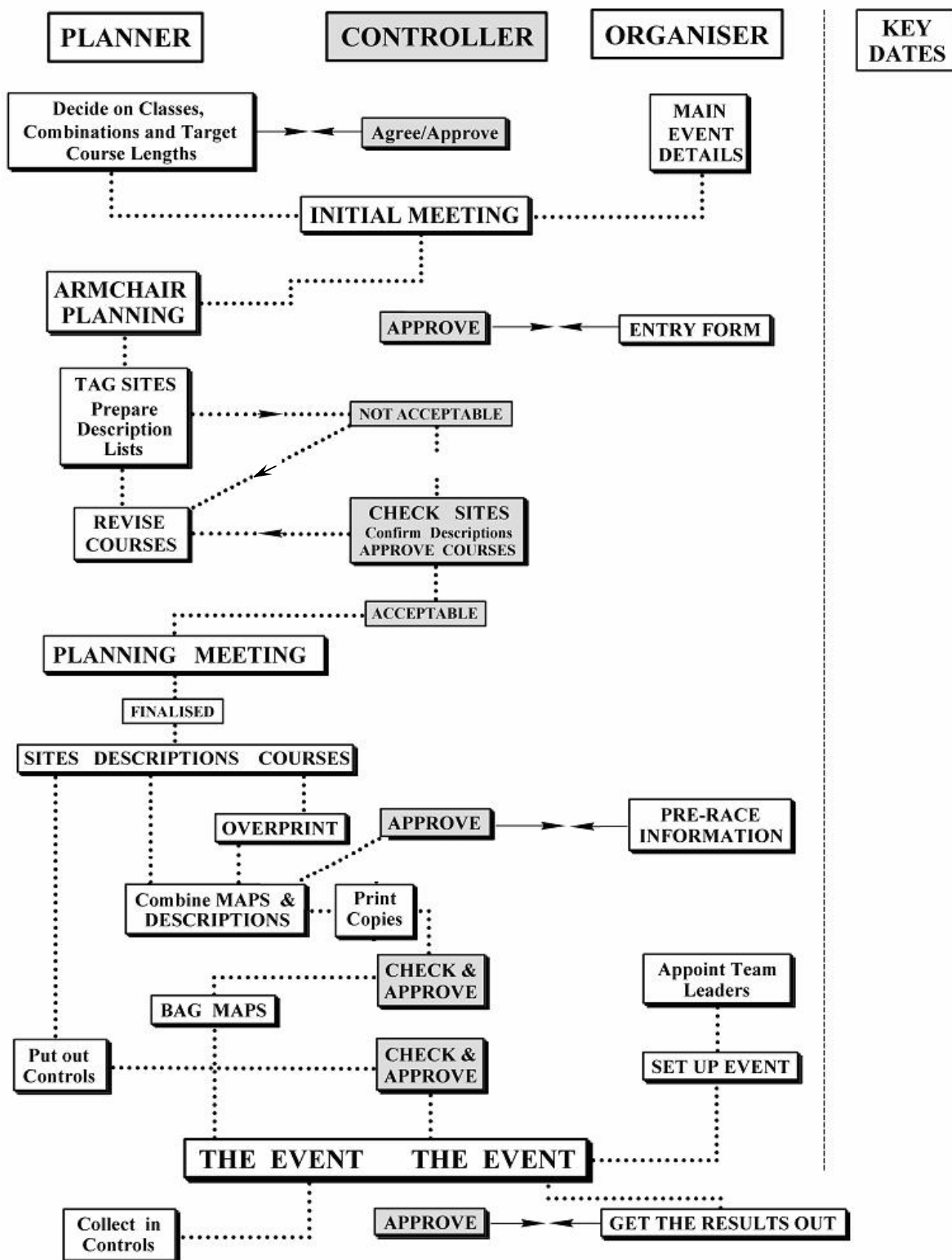
**Event Safety :-** ..... *see Rule 1.7 and*

*Appendix E*

- Provision of first aid (Red Cross, St. John, St Andrew) - check availability ?

## CHECK LIST NO. 2 : EVENT TIMETABLE

*This check list should be used to determine the overall Event Timescale, although the actual time taken to successfully complete each task will depend on the particular officials involved, their experience and how much time they can devote to the event (PHBK Section 5 & Guidelines 4 or 5).*



**CHECK LIST No. 3 : ENTRY FORM**

*This check list should be used by the person preparing the Entry Form It contains checks on the information that the Organiser may wish to include on the Entry Form.*

**Venue** - (Name of map and nearest Town)

**Date of Event**

**Club and Sponsor's Logo displayed prominently ?**

**Directions to event**

**Car park :-**

Map reference

Limitations on mini-buses, coaches ?

**Classes offered :-**

Badge (check with Planner) ..... *see Rule*

2.4

Colour coded and/or String

**Punching System**

**Map :-**

Scale(s); Colours; Contour Interval

Date of last survey

Overprinted Maps / Master Maps for competition

**Terrain**

**Registration & Start times**

**Split times - available ?**

**Entry Fees for :-**

Seniors/Juniors/others (OAP's, unwaged, students)

(Note that following a decision by the 1996 BOF AGM, full time students can enter events at junior rates)

Pre-entries on Badge Classes (sliding scale ?)

Late Entries on Badge Classes

Entry on the Day; Colour Coded & String courses

Surcharge for non-BOF members?

Fee for e-punching hire

Retention of part (all ?) of fee if event is cancelled - note added ?

**Closing date for pre-entries** ..... *see Rule 4.3.1 & Guideline*

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Postmarked by ? or Received by ?

Linked with course overprinting plans ?

**Safety Disclaimer** (Competitors competing at own risk) - needed ? ..... *see Rule*

1.7.1

**Positive statement on Dogs** (car park/competition area ?) ..... *see Rule*

1.6.10

**Clothing** - good/bad weather allowances/requirements - possible need for cagoules ?

**Facilities offered** - Traders, Toilets etc.

**Accommodation in local area** - separate list ?

**Entry Limitations :-**

On Total Entry

On Late Entries (i.e. after closing date)

For Entry on the Day

**Self or Stamped Addressed Envelopes to be provided ?**

**Entry details:-**

BOF standard form/special form

Entry data stored on computer ? Competitor's agreement needed (Data Protection Act)

No. of Copies of pre-race information/results required

Cheques to be made payable to ?

**Address of Entries Secretary included on form?**

**THE ENTRY FORM MUST BE SEEN BY CONTROLLER BEFORE PRINTING**

## CHECK LIST No. 4 : PRE-RACE INFORMATION

*This list should be used by the person preparing the Final Details or Pre-race Information, with much of the information coming from the Organiser and Planner.*

**Venue** - Name of map and nearest town

**Date of Event**

**Directions to event** - clear and precise

**Parking :-**

Directions & Map reference  
 Additional Fee (if any)  
 Mini-buses & Coaches  
 Opening time  
 Leaving restrictions  
 Problems

**Car park to assembly area** - route (bussing arrangements etc. - if required)

**Facilities :-** (All in Assembly area ?)

Toilets - location ?	)	
Shops & Refreshment stalls	)	
Crèche (with details of arrangements)	)	
Enquiries/information point	)	Consider providing a location map ?
First aid	)	
Club tents - where ?	)	
Others	)	

**Special notices** (e.g. clothing/whistle requirements)

**Registration :-**

Opening & closing times  
 Pre-entries :-  
     Procedure explained, surcharges for non-BOF members?  
     Changes of start time - before/on day  
 Entry on the Day :-  
     Badge Classes  
     Colour Coded & String courses  
     Limitations  
     Fees  
     Registration procedure explained  
     Punching system, hire of units (SI or Emit)

**Late Entries** - Availability of Badge Classes (before the day) - Phone Number to contact ?

**Entry Enquiries**

**Dogs** - Allowed in car park/assembly area/competition area ?

**Route Descriptions :-**

Car Park to Assembly	)	Time, distance and height climb given
Assembly to Start(s)	)	Toilets on route ?
Finish to Assembly	)	

**Map :-**

Scale(s), Colours, Contour interval  
 Non-standard symbols  
 Date & details of survey  
 Master maps or overprinted maps  
 Corrections/Out of bounds areas/Crossing points - where displayed ?  
 Blank maps displayed - where ?

**CHECK LIST No. 4 : PRE-RACE INFORMATION**  
(continued)

**Competition Notes (from Planner) :-**

Out of Bounds & Crossing Points  
 Type of control marker and how they are hung ) layout of kite/punching system  
 How punches are hung ) backup punches for electronic units?  
 Matters of safety  
 Drinks in competition area ?  
 Manned controls - procedure spelt out  
 Terrain description

**Classes/Courses (from Planner) :-**

Identification letter/number (if used)  
 Course length & height climb  
 Any course specific instructions ?  
 Map Scale  
 Map exchange/2nd maps ?  
 Manned controls, marked routes, Refreshment points etc.  
 Course closing time

**Control Descriptions :-**

Style (Pictorial or Written - for all or only some courses ?)  
 Non-standard symbols  
 Displayed - where ? - on map, at start, in assembly area.  
 Extra copies available ? - size of these ?

**Control Cards :-**

Cover ?  
 Fill in stub ? (Car number)  
 Explanation of Start Time (if not GMT/BST)

**Start :-**

Procedures (including call-up time)  
 Whistle check - compulsory/advisory  
 Late start procedure explained  
 Toilets at start ?

**Clothing :-**

Arm and/or Leg cover )  
 Cagoules ) Advised or essential  
 Other )

**Finish :-**

Procedure explained  
 Provision of drinks - what & where ?

**Bad Weather & other Safety Procedures :-**

Lost Competitors - stub check, buddy system, signing in ?

**Emergency Telephone Numbers** (in case of cancellation, enquiries etc.)**Clothing collection & return****Map collection/reclaim**

**Accommodation Details** (if not on a separate sheet) ) optional

**Local Attractions** (plus associated events, training etc.) )

**Club and Sponsor's Logo prominently displayed**

**THE PRE-RACE INFORMATION MUST BE SEEN BY CONTROLLER  
BEFORE PRINTING**

**CHECK LIST No. 5 : DEALING with ENTRIES**

*This list should be used by the person actually processing the Entries.*

**Arrangements for processing the Entries :-**

Does the person named on the Entry Form do the job or pass them on ?  
 Web based entry?

**Courses on offer - Class Combinations – Multiple starts?** - check with Planner

**Closing Date :-** *Check with planner re printing dates*  
*Late entries? – until when?*

**Computer System :-**

Programs tested ?  
 BOF Membership Disk required ?

**Is Start List required** - if so how is it to be presented ..... *see Appendix L*

**Start Times :-** ..... *see Rule 8.1.1*

- Overall Start Period )
- Start Interval for each course ) To be agreed with
- Course closing time and last start time ) Organiser, Planner
- Helpers ) and Controller
- Split times )

**Start Time Allocation**

No one on the same COURSE given the same Start Time  
 If two map scales are used, are some courses really the same ? - ask the Planner  
 Split starts, distances/times to start(s)

**Incomplete Pre-entries** - how handled ?

**Selection & Seeding requirements ?** ..... *see Appendix L*

Up-to-date Ranking List obtained ?

**Control Cards :-**

Paper cards - labels or hand written ? Supplied by ?  
 Electronic – supplied by? Serial numbers of those for hire

**Posting date for pre-race information**

**Co-ordination with Results** - on the day and afterwards

**The Money side:-**

Paying-in Book provided ?  
 Procedure for incorrect cheques  
 Treasurer's requirements  
 Internet entries? –procedures, contacts  
 Surcharge for non-BOF members?

**REMEMBER TO TAKE COMPETITORS ENTRY FORMS TO THE EVENT  
A NAME, ADDRESS OR PHONE NUMBER MAY BE NEEDED  
IF THERE IS A LOST COMPETITOR**

## CHECK LIST No. 6 : PLANNING - INITIAL PREPARATIONS

*Prior to the commencement of any planning for a major event, the Planner should have access to and have studied :-*

**a. An up-to-date copy of the BOF Rules, in particular :-**

- Appendix B - Maps and Course Markings on the Map
- Appendix A on Control Descriptions
- Rule 8 - The Event
- Appendix F - Environmental Good Practice
- Appendix B - Course Planning
- Guidelines B or C - Badge or National Events
- The latest revisions (published by BOF in January of each year)
- Appendix E – Event Safety

**b. Planning publications :-**

- The Planner's Handbook - a guide to the management of planning for Badge and National Events
- Course Planning (The BOF Manual by Graham Nilsen on what makes for good courses)

**c. Copies of the results** - from previous events held on the same area  
and copies of recent results held on similar areas.

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*The items on this list need to be considered early by the Planner because they could have an important bearing on the whole shape and character of the event.*

### THE COMPETITION MAP

**Map (New or Revised) :-** ..... see Rule 5 & Appendix

H

- Mapping plans (New map, re-survey, reprint, computer map)
- Scale(s), contour interval
- Timescale (Agreed with mappers)
- Availability of working draft map for planning
- Mapping Adviser

**Map (Existing) :-**

- Date of last revision & adequacy of survey
- Numbers available
- Will map corrections suffice (or can they be overprinted?)

### THE COMPETITION AREA

**Start(s) & Finish(es):-**

- How many and where ?
- Routes to/from parking/assembly area

**Constraints on Planning :-**

- Out-of-Bounds areas, particularly for environmental and safety reasons
- Area used for String Course
- Forest roads used for parking or vehicle access to/from car park
- Compulsory crossing points (roads, bridges etc.) and other "pinch" points
- Access to the area from the parking - routes to Start/Finish
- Refreshment points (if provided)
- Location of "the best terrain"
- Height climb considerations (if likely to be >5%)
- Access limitations during planning and controlling stages

## CHECK LIST No. 6 : PLANNING - INITIAL PREPARATIONS (continued)

### THE COMPETITION ITSELF

**Badge Classes to be catered for :-** ..... *see Rule*

2.4

As per BOF rules, check with organiser what are to be offered, discuss if not able to provide as per Rule 2.4  
Inform the Organiser (for inclusion on the Entry Form) and the Entries Secretary

**Expected Entry :-**

Estimated total entry ) Consult previous event officials,  
Estimated entry on each class ) look at recent results etc.

**Class Combinations :-** ..... *see Guideline B*

or C

As per BOF guidelines  
Differences because of large entry numbers

**Badge Courses :-**

Speed and length ratios for each Badge Class ..... *see Guideline B or*

C

Methods of estimating course lengths ..... *see Appendix B & PHBK Section*

3.2

**Other Courses :-**

Colour Coded - which ones ? ) Inform Organiser (for inclusion on the Entry Form)  
String )  
Who is planning String Course ?

**Start Times :-**

Start Interval for each course ) Agree with Organiser  
Overall start period ) and inform Entries Secretary  
Adequate for expected entry on each course ?  
Ensure Entries Secretary has been supplied with agreed details

**Master Maps or Overprinted Maps ?** ..... *see PHBK Section*

12

How prepared ? (by hand or using computer program ? - obtained from ?)...

**Description Sheets**

IOF Pictorial or written ? How prepared (by hand or using computer program ? - obtained from ?)

### INITIAL CONTACT with CONTROLLER

**Initial Meeting ?** ..... *see PHBK*

Section 4

**Controller should (at this stage) approve :-**

Class Combinations (If different from those recommended in Guidelines B or C)  
Start intervals for each course  
Estimated course lengths and the methods by which they are determined

**Controller may wish to know (and approve ?) :-**

State of map stocks and/or mapping plans  
State of Access negotiations  
Proposed locations of parking/assembly area, start(s) and finish(es)  
Planning limitations & constraints  
Event details :-  
Master Maps or Overprinted Maps

- 1st Start Time and overall Start Period
- Course closing time
- Event Organisation - any potential problem areas
- Overall Event Timescale ..... *see Relevant Guideline & Check List No.*

## CHECK LIST No. 7 : PLANNING - THE COURSES

*This check list should be used by the Planner whilst "arm-chair" planning the courses. It assumes a reasonable knowledge of the competition area at the time of the year that the event is being held - so that decisions can be made on the locations of the start/finish etc. and the viability of most of the legs (but not necessarily the control sites) is known.*

*New, or relatively new Planners would be well advised to read the BOF Course Planning Manual in addition to the guidance provided in the BOF Rules, Appendices and Guidelines*

### EARLY DECISIONS

**Location of potential sites for :-**

- Start(s) & Finish
- Can the shortest course get between the two ?

**Physical Constraints :-**

- Environmental ..... see Rule 1.6 and Appendix F1
- Out-of-Bounds & Dangerous areas
- Location of "the best terrain"
- Physical difficulty of areas (fight areas, brashings, heather, height climb etc.)
- Compulsory crossing points (roads, bridges etc.)
- Other "pinch" points
- Access to the area from the parking field
- Refreshment points (if provided)
- Potential vandalism
- Height climb considerations (if likely to be >5%)

**Class Combinations & Course Lengths** - established & agreed ..... see Check List No.

6

**WHEN PLANNING EACH COURSE** ..... see AppendixB, PHBK Section 6 & other books

**Take into consideration :-**

- The constraints outlined above
- Technical difficulty requirement of each leg
- Course shape, number of controls, variety of leg length
- Technique(s) required to complete leg
- Type of control site required (point or line feature)
- Ease (or otherwise) of re-location
- Physical difficulty of each leg (height climb & type of terrain)
- Need for map exchange/manned controls (to get necessary length and/or to prevent cheating)

**Update "master" copy of map with all potential control sites**

### AFTER COMPLETION OF ARMCHAIR STAGE

**Consider :-**

- Shared control sites - direction of approach ) *There are now a number of computer programs*
- Number of competitors visiting each site ) *which produce pictorial descriptions and overprints,*
- Rationalising number of sites where possible ) *and generate this type of information. They do not*
- Need for additional crossing points ) *necessarily require a computer O-map as a base.*

**Draw up :-**

- Map with all potential sites/crossing points on it
- Provisional control description list (see forms with Check List No. 8)

## CHECK LIST No. 8 : PLANNING - IN THE FOREST

*This check list and the accompanying forms should be used by the Planner before and during any forest visits. New, or relatively new Planners would be well advised to read the relevant chapters in the BOF course planning book*

### BEFOREHAND

**Decide on Method of tagging sites :-**

- Colour & type of tape used (visibility, sheep proof ?) )
- Stakes used ? ) Agree with Controller
- Identification/Numbering system )

### IN THE FOREST

**Sites to tag :-** ..... *see PHBK*

*Section 7*

- Start(s) & Finish(es)
- Map Exchange/2nd Master Maps
- All control sites needed - with the tag placed exactly where the final marker will go ?
- Alternative sites if map/ground suspect
- Position for any purpose built crossing points

**At each site consider its Fairness** (with a marker in place) :- ..... *see Rule*

*6.2*

- Does the map adequately represent the surrounding area ?
- Is the visibility of the feature affected by the presence or absence of a competitor (Bingo Control)
- Is the feature and the position of the marker suitable for the courses using that site
- Is a similar site (or one that appears similar on the ground) being used within 50m ?

**Note down at each tagged Control Site :-**

- Which of any similar features ? )
- Precise description of the feature ) Use attached
- Size of crags, boulders etc. ) forms or supply
- Areas of marshes, clearings etc. ) similar information
- Exact position of tag )
- Extra information to assist the Controller in finding the tag )

**Whilst moving around the Competition Area**

- Note Out-of-Bound areas, Dangerous areas (to tape off), Marked routes that may be required
- Identify any map corrections/changes
- Check out all crossing points and tag if not already in existence

### AFTER COMPLETION IN THE FOREST

**Consider someone test running sample courses** ..... *see Appendix*

*B*

**Consider if changes to Courses are necessary resulting from :-**

- A more detailed knowledge of the area )
- Alternative site tagged ) ..... *see PHBK Section*

*8.1*

- Need for additional crossing points )

**Draw up for Controller :-** ..... *see PHBK Section*

*8.3*

- Map of all tagged sites and all crossing points )
- Provisional control description list in tag number order - using the attached forms ) All documents should be dated
- Maps with separate Courses on them (max. 3 per map) )

Alternatively courses and descriptions may be provided electronically if planner & controller have compatible software

**CHECK LIST No. 9 : PLANNING****Descriptions Sheets/Master Maps/Overprinting**

*This check list should be used once the Controller has agreed the tagged sites, confirmed their descriptions and approved the Courses.*

**AFTER CONTROLLER HAS CHECKED THE SITES**

**Consider if changes to Courses are necessary resulting from :-** ..... see PHBK Section 9

- Sites ruled out by Controller
- Alternative site tagged by Controller

**Review each course for the effects of any changes** (on route choices etc.)

**Calculate for each Course:-** ..... see Rules 6.1.2 & 6.1.3

- Course Lengths ) *There are a number of computer programs for generating descriptions and*
- Height Climb ) *overprints which can automatically calculate course lengths (and heights ?)*

**Finalise and Agree :-**

- Exact location (centre of circle) of all sites being used
- Exact location of all "purpose built" crossing points
- Final Control Description list (in tag number order)
- Map Corrections to be notified to competitors

**Control Code Allocation :-**

- Avoid similar codes on adjacent sites
- Ensure allocated codes match available markers
- Mark up map with codes - send to Controller for approval

**Punch Allocation :-** ..... see PHBK Section 13

- No. of punches at each site - depends on usage
- Avoid similar symbols on adjacent sites
- Ensure allocated symbols & number of punches match those available

**DESCRIPTION LISTS** ..... see Appendix A and PHBK Section 11

**Points to Consider :-**

- Circles used to mark sites during planning may be a different size from the final ones - will this alter any descriptions (adding or removing similar features)
- If 1:15000 and 1:10000 map scales are being used will circle size alter any descriptions or will enlarged circles be used on the 1:10000 map

**Preparation of individual Course Lists :-**

- Written or Pictorial - for all classes ?
- Computer Program (if used) tried and tested
- For each course :-
  - Same number of controls as on the course map ?
  - Each code matching the one assigned to that site ?
  - Each description matching the feature in the centre of each circle on the map?

**Check and double check - it is easy to make a mistake !!**

**Send copy of each "final" description list to Controller** (All copies dated ?)

**When Controller has approved each list :-**

- Ensure all "earlier" versions are destroyed
- Print required number of copies + spares
- Send one copy to Controller (to confirm it is the "final" version)
- Agree position of description sheet on map

Send to Printer with course tracings or attach to hand-overprinted maps or master maps or electronically generated overprints(as required)

**CHECK LIST No. 9 : PLANNING**

**Descriptions Sheets/Master Maps/Overprinting**  
(continued)

**MASTER MAPS** ..... *see Rules 5.2 & 5.4, Appendix B and PHBK Section 12.3*

**Preparation :-** ..... *see Rule 5.4.2 and Appendix B, 3.3*

- Agree number of maps required for each course
- Draw up each one carefully - circles, lines, numbering
- Each map labelled with Course and Class identification
- Description sheet attached - agrees with course ?
- Relevant map corrections, crossing points, out of bounds areas etc. added to each map
- Separate "Map Corrections" maps drawn up ..... *see Appendix B,*

3.2

**Send to Controller for approval**

**When returned** - mount on boards (supplied by ?) and cover

**OVERPRINTED MAPS** ..... *see Rule 7.3 and PHBK Sections 12.1 & 12.2*

**To be decided :-**

- Courses to be professionally and/or hand overprinted
- Are Colour Coded courses to be overprinted
- Numbers of maps required for each course (+ extras)

**Professional Overprinting :-** ..... *see PHBK Section 12.1*

- Who prepares tracings ? (or computer files ?)
- Printing method – offset litho or digital
- When each tracing or file prepared :-
  - Add Description Sheet (if not to be printed separately)
  - Send all tracings to Controller for approval

**Hand Overprinting :-** ..... *see PHBK Sections 12.2*

- How are map corrections/OOB areas/crossing points to be printed ? - professionally, or by hand
- Maps in good condition ? - not shuffled or badly trimmed
- When each course printed :-
  - Add Description Sheet
  - Send all maps to Controller for approval

**For Either Method, ensure that for each Course :-**

- Each circle is centred on the correct feature
- Control number does not obscure important map detail
- Circles and lines are broken if important detail is obscured
- Controls numbered sequentially, Start & Finish added
- Lines link controls sequentially but avoid Out-of-Bounds areas, go through crossing points etc.
- Course and Class identification added
- REGISTER CROSSES ADDED** - for easier alignment checks (not required for digital printing)

**WHEN CONTROLLER HAS APPROVED OVERPRINTING**

**Bagging and Sealing maps:-**

- Sufficient bags available - supplied by ?
- Method of sealing agreed - equipment supplied by ?
- Help available ?

**Bags and/or Boxes labelled** - to take maps for each course

**IF MISTAKES ARE TO BE AVOIDED, THE TIMESCALE MUST ENABLE THESE  
TASKS TO BE COMPLETED WITHOUT PUTTING UNDUE PRESSURE ON THE  
PLANNER OR CONTROLLER**

## CHECK LIST No. 10 : PLANNING - The Week before the Event

*This check list should be used by the Planner to prepare for the week before the date of the Event, by which time all that should remain to be done is to put out the Controls !!!!*

### ASSEMBLING THE EQUIPMENT ..... see PHBK Section

#### 14.1

#### **Obtain the following (from ?) :-**

- |                                               |   |                                      |
|-----------------------------------------------|---|--------------------------------------|
| Control Markers                               | ) | Do codes/symbols correspond to the   |
| Punches/electronic punching units             | ) | ones previously allocated ?          |
| Canes or stakes for Markers                   | ) | Are there sufficient for the event ? |
| Canes or stakes for Punches                   | ) |                                      |
| Means of attachment (tape, rubber bands etc.) | ) |                                      |
| Cane-end Protectors (if used)                 | ) |                                      |
| Spare Markers/Punches/canes                   | ) |                                      |

### ELECTRONIC PUNCHING SYSTEMS

Agree who is checking/programming units if SI punching system is used. If another person is programming confirm codes, nos of units per site, on/off times.

### CONTROL SITES ..... see PHBK Section 14.2 &

#### 14.3

#### **Agree with Controller :-**

- Method of Control Site display
- When Controls will be put out - sufficient time for checking ?
- Order in which controls will be put out (if relevant)
- Any sites not being put out until just before the event
- System for checking controls on the day (if required)

#### **Prepare :-**

- Markers and punches in the order required, programme SI units?
- Map(s) for putting out controls with sites marked - are they the latest version ?
- Map(s) for control collection after the event (if different)
- Description list :-
  - Latest version ?
  - Changes since last site visit highlighted ? (i.e. where list and position of tag differ)

#### **Put out the Controls - to agreed timescale**

### OTHER AREAS

#### **Start(s) :-**

- Blank Marker available ?
- Put out on start feature by ?
- Blank Maps for Start Lanes - prepared and bagged

#### **In the Forest :-**

- Marked Routes - taped by ?
- Crossing Points - constructed and put out by ?
- Dangerous Features - YELLOW or YELLOW/BLACK TAPE - taped off by ?
- Out-of-Bounds Areas - taped off ? - by whom ?
- Map Exchange/2nd Master Maps - set up by ?

#### **Finish :-**

- Tapes from last control(s) - put out by ?

#### **Results :-**

- Punch Check Cards supplied (computer generated ?) or find course listing for computerised results

### **WHO IS RESPONSIBLE FOR GETTING THE MAPS (or MASTER MAPS) TO :-**

- a. THE EVENT                      b. THE START(S)                      c. THE MAP EXCHANGE**

### AFTER the EVENT

#### **In the Forest :-**

- Collect in all the controls, punches, canes, tape **and tags**, or arrange for this to be done

**At Home :-**

Sort out equipment and return it in the condition it was received !!

**CHECK LIST No. 11 : CONTROLLING****Controller's Requirements**

*The Controller will require the following from the Organiser :-*

**BEFORE THEY ARE DISTRIBUTED****For Approval/Agreement**

- |                      |   |                                            |
|----------------------|---|--------------------------------------------|
| Entry Form           | ) | In sufficient time to make changes         |
| Pre-Race Information | ) | before the documents are printed/published |
| Website information  |   |                                            |

*The Controller will require the following from the Planner :-*

**INITIALLY****For approval/agreement :-**

- Class Combinations (if different from Guideline 4 or 5)
- Start intervals for each course
- Estimated course lengths and the methods by which they are determined

**For information and/or approval :-**

- State of map stocks and/or mapping plans
- Master Maps or Overprinted Maps ?
- Method of producing course overprints
- Proposed locations of parking/assembly area, start(s) and finish(es)
- Planning limitations & constraints
- Method of Tagging control sites

**AFTER ARMCHAIR PLANNING****Sample Courses :-**

- |                            |   |                                                      |
|----------------------------|---|------------------------------------------------------|
| M21A/E Course              | ) |                                                      |
| Veteran Course (e.g. M50L) | ) | Optional, but advisable for less experienced         |
| Junior Course (e.g. M14A)  | ) | Planners - cover whole range of Technical Difficulty |
| Novice Course (e.g. M12B)  | ) |                                                      |

**AFTER SITES HAVE BEEN TAGGED****Map marked up with :-**

- |                      |   |                                            |
|----------------------|---|--------------------------------------------|
| All Tagged Sites     | ) |                                            |
| Out of Bounds Areas  | ) | Sent off to Controller as soon as possible |
| Starts & Finishes    | ) | after tagging is completed                 |
| Crossing Points etc. | ) |                                            |

**Maps with proposed Courses** - (max. 3 per map)

**Provisional Description List** - in Tag No. order using forms from Check List No.8 or similar

**Map Corrections** (to Mapper as well if map is being revised)

**WHEN CONTROL SITES HAVE BEEN AGREED****For Approval/Agreement :-**

- Revised Courses
- Revised Description List
- Control Code and Punch allocation

**BEFORE THE EVENT****For Approval/Agreement :-**

- Individual Course Descriptions
- Tracings - if maps are being professionally overprinted
- Overprinted Maps + Descriptions attached (not bagged ?) ) or sample
- Master Maps + Descriptions attached ) digitally printed maps
- Timescale for putting out Controls
- Printout of control unit programming
- Printout of course/control allocations from results system

**THE PLANNER & CONTROLLER MUST AGREE A TIMESCALE TO ACHIEVE THIS**

**CHECK LIST No. 12 : ORGANISATION - Initial Preparations**

*The Organiser would be advised to start sorting out many of the items on this check list at an early stage as they can have a considerable bearing on the success or otherwise of the event.*

**Event Budget & Fees** - seek advice from Club Treasurer, previous event organiser etc.

**Entry Form** ..... *see Check List No. 3*

**Pre-Race Information** ..... *see Check List No. 4*

**Event Safety :-** ..... *see Rule 1.7, Check List No. 15 and Appendix E*

Provision of first aid (Red Cross, St. John, St Andrew) - check availability and book ?

**Toilets** - ordered from ? - delivery arrangements

**Equipment - determine :-**

- What is available from previous events, club stocks etc. and its location
- What can be borrowed from adjacent clubs
- What needs to be acquired specifically for the event
- What has to be ordered (tents, orange juice etc.)

**Communications Equipment :-**

- Will portable radios or mobile phones -work in the area ?
- Number required - available from ?

**Appointment of Officials to take charge of :-**

5 Entries ..... *see Checklist*

- Car Parking
- Registration
- Start(s)
- Finish (and Colour Coded Finish ?)
- Results Processing :-
  - Computer side
  - Manual side
- String Course
- Post Event Results (getting them out on time)

**Appointment of teams to staff the above posts and for :-**

- Sign posting to/at the Event
- Enquiries/Information Point
- Clothing retrieval/reclaim
- Messengers between Start, Finish and Processing
- Manned Controls, Crossing Points, Map Exchange
- Course Patrols, Refreshment Points in forest
- Drinks point at Finish
- Map reclaim
- Results display (with results processing ?)
- Someone i/c Toilets
- Other posts

Safety Co-ordinator ..... *see*  
*Appendix E*

**Arrange for the appointment of the Jury** ..... *see Rule 9 and Appendix*  
*G*

## **CHECK LIST No. 13 : ORGANISATION on the Day and just Before**

*The Organiser would be advised to start filling in the details associated with this check list well before the event, because equipment has to be assembled, tasks allocated etc. in good time.*

### **JUST BEFORE THE EVENT**

#### **Confirm :-**

- Police, Landowners, tenants, locals etc. know event is imminent
- Delivery arrangements/servicing needs for toilets
- Other "external" arrangements (First aid, tents etc.)

### **TO THE EVENT**

#### **Signs & Notices :-**

- Locations - visible from a car ?
- Supplied by ? - correct size ? - put out by ?

### **CAR PARK/ASSEMBLY AREA**

#### **Access :-**

- Gateway(s) wide enough ? Separate for cars and people ?
- Wet weather procedures established

#### **Parking :-**

- Area big enough for event ? Lines marked out ?
- Official in Charge (& team) briefed ?
- First shift (or whole team) required by - time ?
- White coats/reflective jackets/arrows provided ?
- Emergency parking identified ?

#### **Assembly Area - spaces identified/reserved for :-**

- Registration Cars/tent
- Enquiries/Information Point
- Map Corrections
- Control Description Display
- Results Processing & Results Display (Prize giving arena - if required)
- Traders, Toilets, Crèche
- First Aid Point (unless at Finish)
- Drugs Caravan (National events only) ..... *see Rules Appendix*

D

#### **Routes to/from Start(s), String Course, Finish(es) :-..**

- Agreed with Planner/Controller
- Avoiding Competition area/crossing line of courses
- Avoiding Area used by String Course
- Avoiding incoming/outgoing cars
- Signs and Notices - Supplied & put out by ?

#### **String Course :-**

- Map prepared by ? Planned and set out by ?
- String Machine and Markers from ?

### **ENQUIRIES**

#### **Officials need to know :-**

- All the details in the Pre-race Information sheet
- Whereabouts of Organiser, Planner & Controller
- Procedure for changing start times (if allowed)
- Procedure for dealing with Late Entries - (before the day) - Issue of Cards/Collection of money
- Map Reclaim procedure
- When they are required – times

Procedure for dealing with complaints/protests  
Layout of assembly area

**CHECK LIST No. 13 : ORGANISATION on the Day and just Before**  
(continued)

**REGISTRATION**

**Layout :-**

- Cars or Tent - cars/tables/chairs etc. supplied by ?
- Course/class splits between cars/tables established (to minimise queues !!)
- Signs & Notices prepared by ?

**Procedure established for :-**

- Pre-entries (if required)
- Alteration of Class and/or Start Time for Pre-entries
- Entry on the Day on Badge Classes
- Identification of those to have pre-marked maps and those to use master maps
- Colour Coded Courses
- Hired electronic punching cards

**Paperwork & Equipment provided :-**

- Start Lists
- Control Cards, Pre-race Information sheets
- Maps & Description Sheets (unless pre-marked)
- Float (money), Results Envelopes, Pens, Clip Boards etc.

**Map Corrections :-**

- Prepared by Planner and approved by Controller
- Displayed - where ?

**Official in Charge (& team) briefed :-**

- On tasks and procedures
- On arrival/opening/closing times

**IN THE FOREST (to be agreed with Planner)**

**2nd Master Maps/Map Exchange :-**

- Location(s), Officials ) How do officials get to and from these locations
- Procedure (map collection & reclaim ?) ) When do they need to be in position

**Refreshment Point(s) :-**

- Location, Officials ) ditto
- Cups & drink supplied by ? )

**Manned control(s) :-**

- Location, Officials ) ditto
- Procedure - as per Pre-race Information or Notice at Start )

**Marked Routes :-**

- Location, Put out by ?

**Crossing Points :-**

- Location, Marking on the ground, Supplied & put out by ?

**Out-of-Bounds/Dangerous Items (pits, crags etc.) :- ..... see Rules**

1.7.7

- Location, Taped off by ? (use **YELLOW** or **YELLOW/BLACK** tape for dangerous items)

**Vandal Patrols :-**

- Sensitive areas defined
- Maps of control sites prepared by (Planner ?)
- No. of patrol groups/individuals required
- Spare Markers/Punches/code labels supplied
- Checking frequency established before and during event



**CHECK LIST No. 13 : ORGANISATION on the Day and just Before**  
(continued)

**START(s)** ..... *see Rule*

8.2

**Design & Set up of Start Area :-**

- Discussed with Planner
- Precise location of Start triangle/marker agreed
- Who sets up start(s) and when ?
- Punching or timed starts

**Clocks :-**

- Who provides ? Who sets up and when ?
- Who synchronises with GMT/BST and finish clock ?

**Back up timing system :-**

- Who provides, sets up and synchronises ?
- Compatibility with basic system
- Capability for smooth change over (who decides when to use ?)
- Punching start available?

**Displays & Notices :-**

- Blank maps )
- Map corrections (if not at Registration) ) where
- Master Map/Map Box layout ) who provides ?
- Other (Clothing/Whistle etc.) )

**Extra control descriptions available** - where ? ..... *see Guideline*

16

**Define organisation & competitor procedures at :-**

- Pre call-up
- Clear SI stations
- Call-up ) Stub collection, whistle check ?
- Other lines ) Start time check/check SI cards
- Start line ) Map collection/check

**Problems - procedures for :-**

- Late starters :-
  - Times changed ?
  - Actual start time noted
- Getting information to Results Processing
- Lost (forgotten) control cards/stubs
- Inadequate clothing, No whistle - Checks - where ? .....

*Appendix E*

Delayed start, who, when, how communicated?

**Stubs/start sheets or start boxes when electronic punching transferred to Results** - by whom ?

**Clothing collection :-**

- Location Where taken, how & by whom ?
- Clothing Bags, marking pens provided ?

**Equipment required :-**

- Stakes & Tape )
- Master Map shelters )
- Map boxes/bags for pre-marked maps + labels for boxes or lanes )
- Control marker to go on start feature ) provided and set up by ?
- Tents for shelter (officials) )
- Call-up flip-over "clock" )
- Card etc. for emergency notices )

**Official in Charge (& team) briefed :-**

- On tasks and procedures
- On arrival/starting/finishing times

**Who is responsible for bringing the Master Maps and/or Overprinted  
Maps to the Event and getting them to the Start(s) ?**

CHECK LIST No. 13 : ORGANISATION on the Day and just Before  
(continued)

**FINISH(es)** ..... *see Rule*  
8.5

**Design & Set up of Finish Area :-**

- Discussed with Planner
- Location of last control(s)
- Who sets up finish and when ?

**Clocks :-**

- Who provides ? Who sets up and when ?
- Who synchronised with GMT/BST and start clock ?

**Computer Equipment (if available) :-**

- Programs tested & Officials familiar with system ?
- Who provides, sets up and synchronises ?
- Compatibility with back-up system
- Capability for smooth change over

**Back up timing/recording system :-**

- Who provides, sets up and synchronises ?
- Compatibility with basic system
- Capability for smooth change over

**Define organisation & competitor procedures to :-**

- Record correct finish time
- Collect competitor's control card
- Assign correct time to correct card
- Mismatch in recording/collection sequence
- Map collection & delivery to map reclaim

**Competitors Problems - procedures for :-**

- Lost control cards
- Wrong box punching & other "hard luck" stories
- Retirals, Injuries
- Reporting of wall damage etc.
- Queries about "lost" competitors

**Taping from last controls - done by ?**

**Cards/time sheets transferred to Results - by whom ?**

**Equipment required :-**

- Stakes & Tape )
- Club Bags for Map reclaim )
- Tents for shelter (officials) )
- Display clock showing finish time ) provided and set up by ?
- Blank Time sheets, numbered tickets )
- Staplers, clips, pens )
- Card etc. for emergency notices )

**Orange Juice :-**

- Location, Officials
- Juice, cups, water, containers - supplied by ?
- Rubbish bags

**Official in Charge (& team) briefed :-**

- On tasks and procedures
- On arrival/starting/finishing times

**CHECK LIST No. 13 : ORGANISATION on the Day and just Before**  
(continued)

**RESULTS PROCESSING** ..... *see Rule 8.6*

**Computer System (if used) :-**

- Programs tested & Officials familiar with system ?
- Provision of manual back-up ?
- Who makes decision as to when it is used?

**Procedures (manual and/or computer) established for :-**

- Matching each finish time with the correct competitor's card/start time/competition number
- Calculation of correct result (race time)

Carrying out Punch Checks ..... *see Rule 7.2.10 &*

**7.2.11**

Dealing with :-

- Changes of class/start time etc. on the day
- Competitors who retire ) refer to Controller ?
- Competitors who are disqualified )
- Lost cards & other "hard luck" stories
- Queries from Competitors after they have finished

Safety Checks :-

- To establish those who entered but did not start
- To establish those who started but are not accounted for

**Results Display :-**

- How displayed (Stubs, Class Lists ?)
- Where displayed and by whom

**Equipment required :-**

- Room or tent, Tables & chairs
- Computers, printers, monitors, power supplies (including back-up) etc.
- Master punch check cards from ?
- Card file boxes (or means of storing cards)
- Query sheet for competitors to fill in
- Staplers, string, stakes, class labels (stub system)
- Display Boards (list system)

**Official in Charge (& team) briefed :-**

- On tasks and procedures
- On arrival/starting/finishing times

**CONTINGENCY PLANS**

*The Organiser needs to consider how the event would cope with the following scenarios on a "what if" basis :-*

**A missing competitor** ..... *see Appendix E*

**A larger than expected EOD on the Badge Classes :-**

- Running out of Maps (overprinted and/or blank), description sheets or start time slots

**A major disruption for competitors getting to the start**

**The loss of a major official :-**

- Organiser, Planner, Controller, Team leader

**Bad Weather :-**

- Requiring cancellation just before the day
- Just before the first start (courses modified ?)

Making the car park unusable (emergency arrangements ?)

## CHECK LIST No. 14 : ORGANISATION on the Day and just After

*Some items in this list need to be considered before the event in order to bring it to a successful conclusion.*

**ON SITE** - towards the end of the event

### **Missing Competitor ? :-**

Institute procedures ..... *see Appendix E*

**Deal with Complaints** (not involving Jury) ..... *see Rule 9.1 and Appendix G*

**Protests and the Jury :-** ..... *see Rule 9.2 & 9.3 and Appendix G*

Arranged to meet at ? place & time  
Copy of Rules available  
Deal with complaints or dismiss jury

### **Hold Prize giving** - if required

### **Parking Area :-**

Officials needed to get cars off-site ?  
Litter collection, remove litter bags, restore site

### **Registration/Enquiries :-**

Stand team down at - time ?  
Collect :-  
Late Entry registration details & money  
Results envelopes & money  
Map Sales money  
Any written queries  
Equipment to be returned

### **Start(s) :-**

Stand team down at - time ?  
Dismantle start and tidy up location  
Collect :-  
Any outstanding queries - in writing  
Equipment to be returned

### **Finish** (only when all competitors have been accounted for) :-

Dismantle finish and tidy up location  
Collect :-  
Any outstanding queries - in writing  
Equipment to be returned

### **Results Display :-**

Note any "by hand" changes on stubs or sheets  
Dismantle and ? save

### **Results Processing :-**

All written queries collected together  
All cards, time sheets collected in a logical order  
Controller checked all disqualifications  
Draft set of results run off for Controller  
Dismantle and tidy up site

### **In the Forest :-**

Stand down Map Exchange, Manned Controls, Refreshment points and retrieve equipment

Confirm that Planner (and/or helpers) will remove all traces of the event, including tags,  
crossing points, marked routes etc.

**CHECK LIST No. 14 : ORGANISATION on the Day and just After**  
(continued)

**OFF SITE**

**As soon as possible** - prepare & issue Press Release

**Results :-** ..... *see Rule*

8.6

- Assemble officials from Starts, Finish and Processing to finalise results immediately after the event
- Complete that which was not completed on the day
- Re-check finish time allocation, punch marks etc.
- Consider and deal with all written queries
- Correct any mistakes
- Confirm disqualifications with Controller
- Calculate Badge Times ..... *see*

*Appendix J*

- Prepare draft set of results for Controller to approve
- Gather together reports from Planner & Controller
- Write Organiser's report
- Obtain results envelopes from Entries Secretary
- Obtain details of non-starters - send out maps
- Send copies to Planner, Controller and other main officials (who may not have left envelopes)

**Publish and Post Results to Competitors ASAP** - by Date ?

**Set up procedures for disposal of:-**

- Part 1 maps (if not collected on the day)
- Lost Property
- Maps left at Map Reclaim (club bags)
- Uncollected Prizes

**Complete ER3 and send off to BOF Office with :-**

- Levy payment
- Map Register details (& copies of Map)
- Copies of Results

**Ranking System :-** ..... *see*

*Appendix K*

Send off set of results, preferably in electronic format and with paper copy

**Badge Scheme :-** ..... *see*

*Appendix J*

Send copy of results

**Record thanks to :-**

- Landowners & tenants (acknowledge in results)
- Event officials (in club newsletter ?)

**Finalise Accounts :-**

- For Event ) may not be the same
- For Club/Region/BOF Treasurer )

**Return all equipment** - in the condition it was received

**Arrange for debriefing/updating of Event manual or start again at Check List No. 1 !!!**



## CHECK LIST No. 15 : ADDITIONAL REQUIREMENTS for NATIONAL EVENTS

*This check list sets out requirements where there are significant differences between Badge and National events.*

### EVENT ORGANISATION

**Early Considerations :-**

Application submitted via Region to Major Event Panel  
with recommendation from Grade 1 Controller

Experienced Officials appointed ..... *see Appendix*

*C*

Sufficient Toilets ordered ?  
Accommodation, Camp Site & Social side considered  
Sponsorship available - needs of sponsors considered

**Timescale** - start in plenty of time ..... *see*

*Guideline C*

**Entry Form and Final Details :-**

No Entry on the Day - realistic closing date set ? (to fit in with overprinting programme)  
Entry limitations more likely  
Start list - to go to all competitors in programme ?

**Entries :-**

Computer system for entries essential  
Finances - separate account needed ?  
Selection and seeding needed ..... *see*

*Appendix L*

**On the Day :-...**

Larger Manpower requirements  
Parking adequate for larger numbers ?  
Traffic management system considered  
Event layout well signed  
Enquiries team well briefed.  
Commentary required ?

**Prize giving :-**

Previous winners contacted & collection point identified  
Time and Place identified - set up by ? - run by ?  
Procedures to quickly identify winners established with Results Processing

**Drugs Testing :-** ..... *see*

*Appendix D*

Area set aside for Drugs Caravan  
Identification system for Elite Competitors established  
Officials appointed by Technical Committee

### PLANNING & CONTROLLING

**Map :-** Two map scales likely to be required. Consider computer mapping ? ..... *see Appendix B & H*

**In the Forest :-** need to manage Planning successfully ..... *see PHBK (All Sections)*

Quality of Terrain considered ..... *see*

*Guideline C*

Quality standards - very little different from Badge Events, but terrain should be better

Class combinations - may need more courses to cope with larger numbers

Control sites - may need more to prevent over-use

Pictorial descriptions - a requirement ) *Consider obtaining a computer program that will generate*

Overprinted maps - a requirement ) *these automatically, especially if computer map is used*

Refreshment controls - may be essential on longer courses