

NOTES ON COMPLETING THE ERI EVENT REGISTRATION FORM

1. This form must be used for registering events at Levels 1, 2, 3 and 4. For multi-day events, please register each day separately. Level 5 (local) events will normally be registered using form ER1S, but can be registered on an ER1 if national publicity is required. For national publicity, events should be registered at least 3 months in advance.
2. Please complete the first three sections in full, and give as much other information as possible. Please use the recognised abbreviations for Associations, Clubs and the Event Code. For Badge Events indicate whether a Ranking Badge Event.
3. The **Event Code** (C2, C4N, C3S, C5X, R1, S4, etc.) identifies the type and level of event, and any qualifier as follows:

Type of Event	Level of Event	Qualifier
C Cross Country	1 International/Championship	N Night event
R Relay	2 National or equivalent level	S Short race or Sprint
		O
S Score	3 Badge or equivalent level	X Closed event
T Trail-O	4 Colour-Coded or equivalent level	
O Other	5 Local	

Event organisers are reminded of the 1997 Rules and Guidelines governing the appointment of event officials and the conduct of the different types and level of event. Please include the British Orienteering membership numbers for all event officials.

4. **Event Name** applies to named events such as JK Day 1, Concorde Chase, etc. In other cases please indicate the type of event: Badge, Colour Coded, Galoppen, Schools League, etc.
5. The **Venue** will normally be the area as named on the map. Please also give the name of the nearest **Town** and the Grid Reference (**GR**) (including the two letter code) for the car park.
6. **Full Publicity** means that the Organiser and all named event officials give British Orienteering explicit permission to use all the information provided in this form to publicise the event in question via the British Orienteering Fixtures List and in other ways, including publication on the internet as well as in printed versions.
No Publicity means that the event will not be publicised by British Orienteering via the Fixtures List or in any other way.
Limited Publicity means that the only personal information to be used by British Orienteering in publicising the event, in print or on the internet, will be a name and phone number for the organiser and/or entries, also E-mail address where provided.
 If publicity is to be restricted in other ways this must be clearly specified, if necessary, on a separate page attached firmly to the ER1 form.
7. Please indicate **Landowner/s** as Forestry Commission (FC), National Trust (NT), Ministry of Defence (MoD), Crown estates (CE), a Water Company (WC), a Local Authority (LA), or OTHER. If more than one is involved, please indicate them all. It is particularly important to record any use of Forestry Commission land.
8. Permission to use **Forestry Commission land** must be obtained using the form 'Application for Permission to Hold an Orienteering Event'. Copies are available from club secretaries, Fixture Secretaries or BOF National Office.
9. Please indicate if **Advice/help for beginners** will be available. If this is the case the event will be published in fixture lists specifically for new enquiries received at BOF Office.
10. Please indicate if **Dogs** are permitted and whether there are any **Restrictions on dogs** ie. Dogs on lead in car park.
11. If **Electronic punching** is in use, indicate SI or E (Emit). Standard **start-times** are any in the range 10am to 1pm. If there is a limit on entries, please enter the number under **Limited Entry**. National and Badge events usually offer some colour-coded courses in addition to age classes. If so, please indicate in the **Limited colour-coded** box which courses are available.

12. Enter **Event web site or any other relevant information** in the box provided.
13. Please return the completed form to the Fixtures Secretary for the Association in whose area the event will be held. It will be forwarded to the National Office via the National Fixtures Secretary. If key details are altered or updated, or the event is cancelled, please inform the relevant Association Fixtures Secretary immediately.