

Dear Club Chairs and Fixtures Secretaries

Firstly, a big thank you to all of you who register the events and activities for your clubs. We appreciate the amount of time and coordination that it takes to ensure that this happens regularly and consistently. However, it is really important that events and activities are registered correctly due to the insurance implications, reporting and for enabling as many people as possible to find and access orienteering.

We understand that some events are scheduled with intention of finding officials closer to the time. However, it is important that officials are registered on the event ahead of the event date to ensure we comply with our insurance requirements. It has come to our attention that a number of events have taken place recently without having officials registered. Please ensure that events don't go ahead without officials being registered on the database. Officials must be members of British Orienteering.

As well as a requirement to be covered by insurance, the British Orienteering database and website is a promotional tool. The website averages around 6,000 users a week and the event list is the third most popular page. Many people view the event listing to find their first or next event to participate.

In addition, British Orienteering is signed up to the [Open Active initiative](#) making the event data available for other organisations to access and promote opportunities to get active.

It is therefore important to ensure details registered on the database make the event accessible to those who don't know the sport as well as those who have learnt how to navigate the sport. The following are all important points to ensure the data is usable and make your events accessible to as many people as possible.

- **Location**, it's important to use both grid reference and nearest postcode. Postcode will be used by many people as a navigation point as well as by activity promoters to put your event on their map
- **Times**, it is important to give clear indication of when the event will be taking place
- **Entry fees**, clarity on cost for potential participants is important
- **Contact details**, this is one of the most important details for those who want to understand how they can access orienteering and should preferably include both email and phone number
- **Event website**, make it easy to find additional details on the club website not just direct to homepage

In addition to registering events a reminder about registering activities. Activities are non-competitive sessions that clubs offer to members, groups or public. This includes both orienteering training as well as running sessions and anything else that you are expecting to be covered by British Orienteering insurance. As well as registering the activities it significantly helps reporting if you can record participation in these activities as well.

For those members that would like to register and record activities that aren't linked with the club we have a non-club activities process. However, I would encourage clubs to consider the options for registering as part of club promotion and demonstrate the range and scale of the club's activities.

Thank you again for commitment to orienteering and for making the sport run so smoothly.