

British Orienteering

Basic Event Delivery Guide



This Guide is a working document and is expected to evolve to meet the needs of users. British Orienteering want and expect it to be developed by users, for users. It is designed to offer straightforward guidance to members delivering basic events with the support of an experienced mentor or Controller.

Such events do not formally require a Controller so reference in the document to “Controller” should be read as someone undertaking the “Controlling role”, whether they be a qualified Controller or a Mentor. These events may provide opportunities for suitably experienced orienteers or novice Controllers to undertake the controlling (mentoring) role. More complex events will require more comprehensive arrangements and additional support.

All comments and ideas to improve the Basic Event Delivery Guide will be welcomed. Thanks, are offered to all orienteers who have helped to develop this Guide and specifically to BOK whose Organiser’s Manual provided the framework document for this Guide.

Please send comments to the British Orienteering National Office.

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INTRODUCTION

"Orienteering is the 'go to' outdoor sport for people wanting to test themselves physically and mentally"

OUR AIM IS TO CREATE MORE PEOPLE, MORE PLACES, MORE PODIUMS.

Basic events are where potential orienteers first encounter our great sport, where new orienteers hone their skills and where experienced orienteers do most of their competing. Basic events are the lifeblood of our sport and the shop window where we show our sport to the public.

The Basic Event Delivery Guide (BEDG) draws from the official roles of Organisers and Planners and offers practical tips and hints to help volunteers, with the help of a mentor, to deliver safe and successful events. Remember that you are not alone and that assistance can always be found at the National Office.

Happy Orienteering and thank you for volunteering.

Throughout this document any references to he/him also refer to she/her, regardless of gender.



SUMMARY OF EVENT OFFICIALS' ROLES

Orienteering events are to be run in accordance with the Rules of British Orienteering. The Rules of British Orienteering lay down the standards for each level of event and explain the different roles of Organiser, Planner and Controller in the delivery of events. Event Officials must all be British Orienteering members. If not, then they and the event will not be covered under British Orienteering Public Liability Insurance. If you are not a British Orienteering member and have agreed to organise an event, you must either become a member or inform the requesting authority that you cannot undertake the task.

The Organiser has overall responsibility for an event and much of their role is co-ordinating the efforts of other people. The Planner is closely focused on everything from the start kite to the finish flag. This inevitably means that the Planner's work will tend to be more 'orienteering-focused' and the Organiser's work will tend to be more 'event-focused'. For many basic events the Organiser and Planner are the same person, both aspects need to be delivered effectively for a successful event. This Basic Event Delivery Guide (BEDG) expands on the Rules and explains how Organisers and Planners implement the Rules of British Orienteering at basic events.

The Controller has responsibilities for oversight and ratification of events. The Controller acts as the competitor's representative and is responsible for confirming that the event is organised fairly and in accordance with British Orienteering rules. The Controller or Mentor may spend more time overseeing the efforts of the Planner but should devote sufficient time to help or guide the Organiser and ensure that the interfaces between the two roles are understood and effective. The role of Controller requires experience and authorisation so will not be covered in detail in this Guide.

A Basic Event Delivery training package was developed alongside this guide to help you to deliver successful events but other training packages are available to assist you. The Event Safety Workshop is mandatory for all event officials and other training is available as you gain more experience. Speak to your mentor, your Volunteer Coordinator, your club, your regional association or the National Office for more details

The Organiser

The Organiser is one of the three main officials appointed to stage an event. The other two are the Planner and the Mentor/Controller. The Organiser works with the Planner and the Controller and should try to ensure that the demarcation of duties between the three officials is clear.

The Organiser is responsible for:

1. **Establishing the event framework** – for everything before the start and after the finish (including the start and finish).
2. **Safety & welfare** of the participants and other members of the public in the event area.
3. **Customer satisfaction** – ensuring that we deliver events which enthuse competitors and spectators and show orienteering in a positive light.

The main responsibilities for the Organiser include:

- Event Timetable, Budget and Risk Assessment. [Appendix B](#) is a checklist for managing these activities before, during and after the event.
- Publicity, Car Parking, Assembly Area and Toilets.

- Advising the organising club of the need for volunteers and equipment required to deliver a successful event.
- Managing Safety and Risk in conjunction with the Planner, including Contingency Plans and Missing Competitor Procedures. Collecting and returning all equipment after the event.
- Managing the smooth running of the event on the day, including any troubleshooting required.
- Managing entries and setting event fees.
- Production of results and documents to be archived to the club and/or British Orienteering website.
- Land permission including checking that the club has all the appropriate clearances.
- Confirming with the organising club that the event has been registered with British Orienteering, where required.
- Event Finances.

The Planner

The Planner is one of the three main officials appointed to stage an event. The other two are the Organiser and the Mentor/Controller. The Planner works with the Organiser and the Mentor/Controller and should try to ensure that the demarcation of duties between the three officials is clear.

The Planner is responsible for:

1. **Courses** – everything between the start and the finish; and
2. **Safety & welfare** of the participants and other members of the public in the competition area.
3. **Customer satisfaction** – ensuring that courses enthuse competitors and spectators and show orienteering in a positive light.

The main responsibilities for the Planner include:

- Planning courses in accordance with the guidelines.
- Planning courses that will challenge participants and differentiate between them.
- Planning courses that will provide an enjoyable orienteering experience for participants.
- Choosing control sites.
- Determining the shape and length of the courses.
- Preparing control descriptions. Placing and recovering controls.

Timetables and Checklists

Most of the Organiser's work is done before or after the event. Most of the Planner's work is done before and during the event. The Timetables and Checklists in [Appendix B](#) suggest many of the tasks you need to complete, an approximate order in which they need to be done and provide some Checklists to track your, and others', actions. Refer to your mentor for local club suggestions but it is recommended that you print and distribute at least the timetable for your event and use it to keep all volunteers and participants informed.

FINANCE

N.B SOME OR ALL THIS SECTION MAY BE DEALT WITH BY OTHER CLUB OFFICIALS. PLEASE CHECK WITH YOUR MENTOR FOR CONFIRMATION.

Event Budget

An Event Budget should be discussed and agreed with the appropriate club representative before setting entry fees, publicising event information or discussing any financial matters. The Organiser is responsible for all event expenditure and for operating within any limits set by the organising club. Financial matters to be agreed before the event could include:

- Administration of Car Park fees.
- Publicity costs.
- Administration of entry fees.
- Payment for map and control description printing
- Purchase of consumable items when not available from the club (e.g. tape, plastic cups).
- Charges for loss of equipment (e.g. (electronic) punching equipment and controls).

An event budget template is available in [Appendix A](#).

Event Entry Fees

Event Entry Fees are often set across event series or by level of event by clubs. Entry fees may contain an element of fees to be passed to your regional association and/or British Orienteering. Consult your mentor for guidance on what fees, levies and/or discounts (e.g. junior, senior, second run, map only, event volunteer etc.) will be applied during the event.

Officials' Expenses

It is usual that expenses for event officials are reclaimable from the organising body. British Orienteering's standard mileage rate is 25p per mile. Consult your mentor or club officials for advice.

Levies

Event levies are payable for most events. These may be payable to your regional association and/or British Orienteering for the event and will probably vary by age of competitor. Consult your mentor or club officials for guidance so that this important matter is dealt with correctly.

PUBLICITY

Event publicity is a vital activity to inform participants, supporters and the public of your event. Publicity is done in many ways by different clubs so contact your mentor for local guidance. It is recommended that you look to increase promotion for your event whenever possible, help is also available from your regional association and the National Office if required.

"Marketing is too important to be left to the marketing department."

David Packard

Event Registration

Ensure that your event is registered correctly with your club and the National Office. It is usual that the Club Fixtures Secretary will register the event on your behalf but it is your responsibility to check this has been done. Correct registration with the National Office ensures that the event is insured. Obtaining an Event Registration Number will allow you to cross-check the British Orienteering website to confirm that the registration details are correct. All registered events are publicised on the British Orienteering website and, as part of the Open Data project, the information is available publicly and used in a range of publications and licenses. It is therefore important that as much information as possible is included in the registration in a way that will appeal to the type of people you are aiming to attract.

Event Flyer

This may be dealt with by a Club Publicity Officer. However, many clubs rely on Organisers to publicise individual events and you should aim to ensure your event is well publicised to ensure a good attendance.



A flyer should be used as a 'call to action' with more detailed information available in the event information usually available online. British Orienteering provides a range of templates for publicity via the print portal, see the [website](#) for more information.

[Appendix C](#) shows a some of the information you may want to include in an event flyer or in event information. This is for guidance to help you to create the best possible pre-publicity for your event so feel free to pick and choose the best elements to suit your needs.

Event Information

The Organiser is responsible for producing the event information but should consult the Planner (and Controller if appropriate) before finalising. The following points should be considered before publishing the event information:

- How many hard copies are required for distribution at events before yours?
- Do flyers need to be distributed to local landowners/business owners/residents/emergency services?
- Entry Procedure – Pre-entry (rare for a basic event), on-the-day, cash only?
- Terrain description available?
- Which courses are provided? Ask the Planner to confirm course lengths and climb.
- How far from Parking to Assembly and Assembly to Start?
- How much of a climb from Parking to Assembly to Start and how many minutes at a slow walk? Any steep/difficult terrain for public access? (e.g. for buggies/mobility impaired spectators etc.)

Landowner Requirements – Specifically towards Pets

Contact your mentor or the club officials at the early stages of planning to discuss the landowner's requirements and standards. We MUST obey all their requirements or risk not being allowed to use the land again. The Organiser may impose a stricter standard and their decision is final. Specifically, publicise all limitations on pet animals being brought by competitors, supporters or the public to the event.

Competitor Information

Late changes since flyer publication which only impact competitors (e.g. safety information or access restrictions) can be published by giving the occupants of each car a competitor information sheet on arrival or by drawing their attention to the information at registration. The chosen option should take account of the amount of information to be passed and which method is therefore more likely to be reliable.

Local Area Communication

The Organiser should consider whether to put a poster at the event site to warn other users of the local area (e.g. horse riders, dog walkers etc.) that an orienteering event will be taking place. Consider sending notes to alert local householders of controls near their properties for street orienteering events. Many clubs have a register containing the details of known local organisations

to contact (e.g. Residents Associations) and will contain advice on whether or how to inform local residents.

The general advice is: if in doubt – inform, as you will receive fewer complaints if people are forewarned.

Police and Safety Advisory Groups

It is recommended that you notify the Police of the event. This is not to ask permission but a polite notice so that they are aware of the event taking place on public land. The easiest way to inform the police is to call 101, calls cost a flat 15p no matter how long. The Police will appreciate an information call and will be straightforward to deal with. [Appendix D](#) contains a checklist for contacting the Police to ensure that you give them everything they may need in one call.

Event Safety Advisory Groups (SAGs) are now common across the UK, mainly focusing on big events and can include members from the Police, Fire, Ambulance, Highways, Emergency planning, Environmental health and Licensing. However different areas run SAGs in different ways and the best way to find out if there is a SAG covering the area your event will be held in is to contact the local council or the Police.

CO-ORDINATION

Volunteers

On the day, the Organiser should be free to deal with any issues and will need to recruit a number of volunteers to ensure the event runs smoothly. Many clubs utilise team/squad systems that help with volunteer recruitment however the Organiser is responsible for ensuring the event has sufficient helpers. Speak to your mentor to understand what is the usual system for recruiting volunteers. Also, consider where you may recruit volunteers from outside of the club.

Contact volunteers at least a week before the event and make sure they understand where and when to assemble, what their tasks and responsibilities are and when they can stand down. Explain why they are doing their specific task so that they can adapt and improvise if necessary while achieving their objective.

Key roles that may need volunteers are:

- Meet and Greet
- Registration
- Start/Finish
- Computer/Results
- First Aid
- Vehicle management
- Control collection

Ensure that you have clear roles defined for volunteers.

Access

Access will often have been agreed in advance of you being asked to take on organising an event. Check with the appropriate official to ensure this is the case. If you are responsible for organising access for the orienteering event there is a guide available with a range of helpful resources on the British Orienteering [website](#).

The Organiser and/or Planner need to keep in touch with the landowner(s) to check on changes which might affect the event, e.g. felling, new tracks, new planting, clash with other activities or other restrictions on use of (parts of) the area.

Maps

Map files are usually held by clubs and it is likely you will have been provided with the file for use in appropriate planning software. The Organiser and/or Planner is responsible for arranging sufficient maps and control descriptions in a timely fashion for printing in advance of the event. Maps are usually ordered through a Club Mapping Officer, who will likely be able to advise on quantities.

Communication on the Day

Ensure that you will be able to communicate with different volunteers and/or teams on the day. Check that there is a good mobile signal. If mobile phone reception is inadequate, consider use of radios.

Parking

The location of a car park is one of the most critical jobs in organising an event, and must be done by the Organiser at an early stage in discussion with the Planner. The alternatives are:

1. Public car parks – ensure you communicate with car park management and inform participants of any fees in advance of the event
2. Forest roads - agreement of the landowner will be required and should be agreed when seeking final permission
3. Field for either a fixed fee, or a levy of say, £1 per car - may present problems in bad weather, but enables facilities to be grouped together, and is more sociable
4. Roadside or on the verges. In areas, where parking may affect traffic flow, the local police should be consulted.

At all times consider telling local residents in advance, particularly if car parking is in a village or near to houses.

In assessing a proposed parking area, you should consider:

1. Whether it is big enough for the expected entry.
2. Whether there is an overflow area for use if more cars than expected turn up
3. What will the Car Park be like in wet weather? Is there an alternative to fall back on if the original is unusable? Materials should be on hand to deal with mud at the exit. Will it be better to separate cars from mini-buses? Is there a need for special arrangements for coaches?
4. Whether it can be approached safely from either direction or just one. Travel directions and sign posting should be arranged to ensure competitor safety.
5. If there is only one entrance and exit, will it need to be controlled by a marshal? Is police help needed if entry is from a main road which is likely to become congested?
6. Whether competitors should use the same gates as the cars: Try not to mix people and cars.

Event Assembly

The Event Assembly area is where participants will congregate before and after their run. This is the added value to an orienteering event where the social element of the sport takes priority.

Registration

Registration should be located with the computer to allow for electronic timing to operate. Registration should be open in time for the first runners to reach the start just before it opens.

Pre-entry

You or the organising club may provide the ability for participants to enter in advance of the event. There are a range of systems available. If you intend to provide this as a service, please discuss with your mentor.

On the Day entry

Any participants entering on the day should complete an entry form. British Orienteering members may not need to complete a form so long as they provide their membership number and the Organiser has access to an up to date version of the national database to retrieve contact information in case of emergency. British Orienteering provides a standard entry form on the [website](#).

Start / Finish

These should ideally be located as close to registration as possible. Manning the finish is desirable as it is where any problems on the courses or injuries to competitors are likely to be first reported, however it is not essential, particularly at smaller events.

Refreshments

You may wish to provide an opportunity for participants to buy drinks and snacks as part of the event. By providing this you can encourage interaction between participants as well as potentially increase event takings. You should aim to provide this in a sheltered location i.e. a hall or tent.

Day Before Event

Ensure you are prepared for the following day by checking you have all equipment, maps and details ready to go. Make sure you are contactable for any last-minute issues from volunteers or land owners. See [Appendix B](#) for a full checklist of actions before the event.

PLANNING

Principles

A planner should have two aims:

1. *To leave the participants feeling that they have enjoyed themselves, having been stimulated both mentally and physically*
2. *To plan fair courses which will result in the best orienteer winning*

Planning involves a responsibility for safety of participants, courses and controls should be planned with this in mind.

Understanding the Participant

You are designing courses to provide a good orienteering experience on the terrain available.

Understanding the type of people the club is attracting is crucial to this. Consider the people who are likely to be taking part. Are there any specific considerations you should be aware of?

Courses & Controls

Clubs are likely to have agreed number of courses and proposed difficulty levels for basic events. These can vary from club to club and from event to event so speak with your club contact and mentor to understand what you should be providing.

For basic events in many places across the UK, terrain can limit the technical difficulty of a course. Whilst it is important to stick to the planning rules you should aim to plan enjoyable courses. Should it not be possible to plan to the colour guidelines use non-colour labels to refer to the courses, e.g. Easy, Medium, Challenging.

If the area has been used previously try to find a map from a previous event and consider using individual control points and/or whole courses again.

Try to combine controls across courses where possible, more controls mean more setup on the day; don't make unnecessary work for yourself.

More specific support on planning courses available from the planning section on the British Orienteering [website](#).

Planning Software

There is a range of planning software used across the UK. OCAD, Condes and Purple Pen are the most popular and all have a range of features enabling easier and faster planning. Speak to your mentor about which software they recommend and if the club can provide access to any of them.

Planning Process

Ensure that you get an electronic copy of the map well in advance of the event to enable you to plan the courses. This will often be available from a Club Map Officer or another club official. Agree in advance with the Organiser and Mentor. Cover the location of the Start/Finish, the Event Assembly area, traffic routes and any additional activities e.g. string or maze courses. This will guide where you can plan the courses required.

Ideally you should review the map noting any possible control locations and have a general idea about where you might plan courses. It often helps to use the software to do this 'armchair' planning in advance of a visit to the site.

On your first visit to the site you should scout the area as much as possible, check any possible control locations for feasibility and note any new control points.

After your visit to the site you should be able to add control descriptions to the control points, plan the full courses for the event and assign control code numbers.

A second visit may be necessary to place markers at control points to assist any volunteers with positioning of controls on the day. These markers should feature control code numbers where possible for ease.

Note any changes before finalising the courses and controls for the event.

Should you during your visit notice any significant issues with the map that may affect the event you should notify the mapper immediately and discuss the process for editing the map.



EVENT SAFETY

N.B YOU SHOULD HAVE ATTENDED AN EVENT SAFETY WORKSHOP BEFORE ORGANISING AN ORIENTEERING EVENT, IF YOU HAVE NOT PLEASE CONTACT YOUR MENTOR

Assessing risks/Visit area

Contact/meet Planner well before planning begins and discuss your joint assessments of all risks in area – e.g. crags, hidden wire, wild animals etc. The Organiser should liaise with the Planner regarding access to the land for ambulances, e.g. provision of keys for gates, suitable roads for vehicles to use, and give the First Aiders these details.

Search and Rescue Procedure

You should develop a search and rescue procedure for the event. This should be done in collaboration with First Aiders. A link to a sample procedure is available in [Appendix E](#).

This should be distributed to key volunteers in advance and several copies should be available on the day.

Risk Assessment

There is a template Risk Assessment on the British Orienteering website. You should:

- Draft a Risk Assessment
- Get Planner and Mentor/Controller to check it.
- Continue to update the Risk Assessment if further risks or mitigations are identified before event.
- On the day of the event, sign the final version and get the Controller to sign it as well. The signed copy should be available at Registration.

Insurance

Officials are provided with public liability insurance through British Orienteering, provided that:

- Officials are members of British Orienteering.
- A written Risk Assessment has been carried out.
- The event is registered.
- Records are kept for 5 years of all participants. (Junior participant records should be kept until the participant is 18 plus the 5-year recommended period.)

Records of participants need to include at least one piece of contact information e.g. email or phone number. These insurance and welfare requirements mean organisers must keep track of all those present at their event or activity, including non-participant helpers.

For events, competitors are covered by the results. As Organiser, you need to compile a list of **helpers who did not run**.

Safety

The Organiser should consider the following safety issues:

First Aid

First Aid is to be available at a suitable location near the Finish. The Organiser should ensure that an experienced orienteer will be available at all times, to assist the First Aiders in finding any injured competitor.

Dangerous Features

These should be taped off with yellow and black tape: This is the responsibility of the Planner in the competition area and the Organiser elsewhere. Where roads are crossed the Organiser and Planner should decide on the safety requirements and provide timed crossings or traffic marshals if necessary.

Safety Notices

In any instructions, you should make it quite clear whether something is compulsory or simply advised. If you have said something is compulsory you must check that runners have it and refuse to allow them to start if they don't. In short: if you think conditions are bad enough to require a competitor to have a cagoule or whatever, if the worst happens you will not be able to defend why you allowed someone to start without one.

Clothing

If the Start is some distance from assembly a clothing dump should be provided and possibly clothing transferred to the Finish or Assembly Area, depending on the geography and size of the event.

In severe weather conditions, additional safety precautions may be required such as making waterproof tops with hoods compulsory for more information check section 10 of the rules. Competitors must be informed by notices displayed both in the Assembly Area and at the Start.

Whistles

It is recommended that all events require competitors to carry a whistle for attracting attention. You as the Organiser may decide that everyone must carry a whistle. That decision is final. This policy should be clearly indicated to competitors on arrival e.g. in the Assembly Area, at Registration, at the point where competitors set out for the Start or at the Start.

If you make whistles compulsory it is good practice to provide an opportunity for participants to purchase or borrow one and to explain their use (six short blasts repeated at one minute intervals to summon help, three short blasts to reply).

Missing Competitors

You must ensure no one is left on a course. A benefit of using electronic timing is that you can track participants as they finish. The system depends on everyone who starts reporting back to Download. It's often the case that a 'missing' competitor has returned without downloading and gone home.

YOU MUST NOT ASSUME THIS.

All the following help to identify 'missing' runners:

- You need to know who started! This is especially important if you have provided a pre-entry system. Details of starters may be gathered electronically or from start lists. All

concerned need to understand the safety-critical nature of these functions and be able to implement them.

- The requirement to go through Download should be emphasised on the control description forms given to each competitor. The Registration volunteers should emphasise this to all competitors. The Start volunteers should reinforce this message.
- An additional safety check is to use the "buddy system", with people being reported missing by their travelling companions and people on their own being invited to leave car keys at Registration to ensure they report back.
- If someone may still be in the forest, enquiries must be made to get as much information about the person as possible with a view to mounting a search. Be prepared for this (with adequate warm and waterproof clothing, torch and food, especially in winter) and ensure sufficient help is available.
- Did the missing person hire an electronic punch; if so has the punch been returned? Newcomers are more likely not to download and to have hired a punch.
- Those hiring punch should have left a phone number (preferably a mobile). Call it!
- Use appropriate measures to try to contact the participant before initiating the search procedure.

O-Safe

O-Safe is British Orienteering's guide to safeguarding children & at-risk adults in orienteering. Organisers and other officials should be familiar with their responsibilities in this area. The full policy document is available [here](#) and a 3 page summary [here](#).

Bio Security measures

Comply with all bio-security measures imposed by landowner(s). Ensure that any requirements are communicated early and often to participants.



EQUIPMENT

If you are organising an event for a club it is likely that all equipment for running an event will be stored with an Equipment Officer. Equipment you may need when organising the event:

Before Arrival

- Competitor Information Sheets (if any)

Assembly

- Signs, Banners
- Ground Stakes (general purpose)
- Red & White tape
- Yellow & Black (Danger) Tape
- Tent
- Refreshments

Registration

- Poster Display Board (updated as appropriate)
- Map to Hospital
- Laptop/Printer/Screen for printing/displaying results
- Electronic Timing Equipment
- Tent
- Table
- Chairs
- Course details, loose control descriptions if not at start, cash box with float, entry/registration forms, membership forms.
- Key box or similar
- Medical issue forms and envelopes

Courses

- Start and finish banners
- Map boxes (for Start) with course notices
- Start Clock
- Tape/Pegs
- Orienteering kites, stakes and string
- Electronic timing equipment
- Gripples or other security fixings

First aid

- First Aid kit, including summary care cards
- Search Plan
- Map to Hospital
- Risk Assessment

General/Personal

- Controller, Planner & Organiser
- Hi-Viz Jackets
- Risk Assessment
- Head torch
- Mobile phone
- Adhesive tape
- Brown or Duct Tape
- String
- Scissors
- Stapler
- Black Marker pen
- Pens
- Telephone numbers of team leaders and officials
- Litter bags
- Camera
- Compass
- Pliers
- Large Screwdriver
- Hammer
- Secateurs
- Spare clothes and shoes
- Rain gear
- Food and drink (be prepared to be out much longer than you think!)

EVENT DAY

“Do what you do so well that they will want to see it again and bring their friends.”

Walt Disney

You should arrive in good time on the day of the event, usually 1-2 hours before the publicised start. You are likely to be at the event longer than you anticipate so go prepared with extra clothing and food.

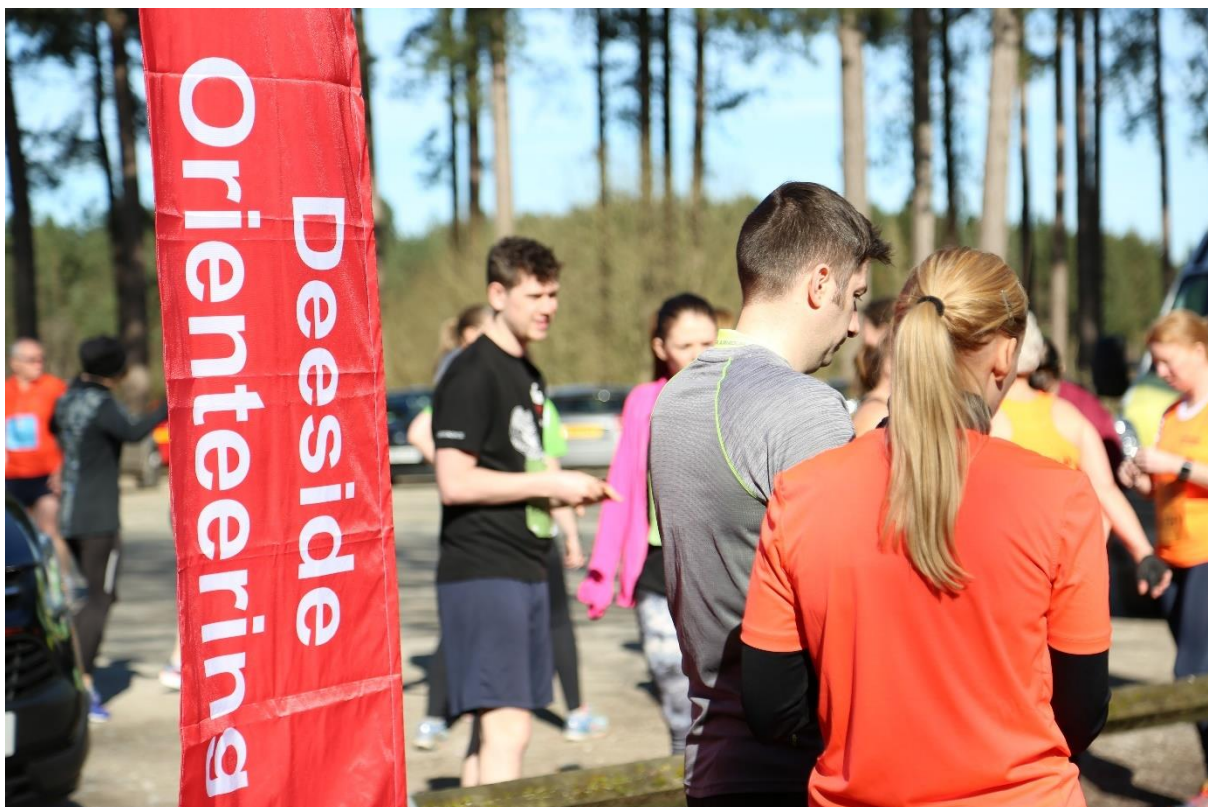
[Appendix B](#) contains a checklist of things to do at an event. The Organiser and Planner should manage/do these, but then stay free of other tasks so that they are free to deal with any problems that may arise. Your role is to identify tasks and ask others to do them.

It's important that event officials are easily recognisable, often clubs have high visibility clothing for officials to wear.

Ensure you brief volunteers on their roles again and give them information on any last-minute changes. Continue to check in with your volunteers throughout the day.

Maps

The Planner should ensure that a full set of course maps and an all control map are available on the day for him/herself, download and First Aiders.



AFTER THE EVENT

A full checklist of things to do after an event is available in [Appendix B](#).

Thank You's

This is the most important thing to do. Thank all your volunteers. Most will welcome a personal phone call although doing an email on the evening of the event is a good benchmark to aim for.

Final Results

Results should be published as soon as possible after the event. As a minimum, results should be published on the organising club website and your mentor can advise on procedures for this.

If the event is Regional or above the results are required to be uploaded to the British Orienteering website for ranking points to be calculated and incentive awards issued. Speak to your mentor about who is responsible for this.

Participation Numbers

To enable calculation of levy due for an event the number of participants falling into the following categories need to be provided on the British Orienteering website. This is usually done by the Club Fixtures Secretary so ensure that they are aware of the numbers in each category.

Senior Member	Junior Member
Senior Non-Member	Junior Non-Member
Senior Non-Paying	Junior Non-Paying

Non-paying participants is likely to refer to a few instances:

1. Second (or more) participant taking part as part of a group where the first participant has paid
2. A volunteer receiving a free run as part of a thank you for giving their time
3. A participant receiving a second (or more) run for free after paying for their first run

Comments

Officials' comments are usually published with the results. This must be done when there have been unusual occurrences such as stolen controls or voiding of legs or courses. It is also the way for the organiser to advertise lost property that has been found. To be seen by many people comments must be posted within 24 hours.

Review

Consider gaining feedback from participants on the event. There are a range of freely available services such as Survey Monkey that enable you to provide opportunities for participants to feedback on all aspects of the event. Capturing this feedback can help your understanding of how the event went as well as highlighting potential future improvements for both yourself and other organisers and planners.

Permissions Feedback

Happy land owners are critical to continued access to orienteering terrain and for the development of the sport. An issue in one local event can have repercussions across the country. Following the event thank the land owner for access and settle any final payments. Land owners will often want details of final number of participants.

Ensure that any problems, damage or complaints are communicated to them. It's better if you inform landowners of problems before they hear it from a third party.

Record any pertinent information on access agreements with the organising club so that this can be shared with future organisers. Information such as changes in contact details, problems solved (or not) is beneficial for future officials.

Archiving

The Organiser should send these documents to the club archive after each event:

1. List of all competitors (i.e. the final results list)
2. List of all helpers
3. Risk Assessment (final version, signed copy)
4. Incident/Accident Report Forms, if any
5. Event Flyer (this should be there before the event!)
6. Event Final Details
7. Permit to use land (this may be a formal Licence or a Letter or sometimes just an email).
8. Copy of all Course Maps and All Controls Map. (Required if incident/Accident inquiry; useful for future planners)

APPENDICES

A. Event Budget

		Total ££
Income		
Entry fees	Senior	
	Junior	
	Helpers	
	Discounted runs (e.g. second run, extra map, groups)	
Other income		
	Car parking	
	Electronic punch hire fees	
	Traders	
	Caterers	
	Sponsorship	
TOTAL INCOME		
Expenditure		
Access		
	Land access	
	Car parking	
	Toilets	
	Traffic control/police	
Map		
	Production	
	Printing	
Competitors		
	Levy	
	Online entry costs	
	Computing/results	
	First aid	
	Equipment hire/purchase	
	Catering	
	Promotion	
Volunteer expenses		
	Organiser	
	Planner	
	Controller	
	Other Volunteer expenses	
Contingencies		
TOTAL EXPENDITURE		
Profit/Loss	Total income minus total expenditure	

B. Timetable and Checklist

Task	Person Responsible	Target Date	Notes	Done
3 Months before event				
Obtain access agreement				
Confirm with Fixtures Secretary that event registered and check that details on British Orienteering and Club websites are correct, especially the Grid Ref and Post Code				
Agree Parking, Assembly, Start and Finish with Planner				
Agree courses to be provided with Planner				
Ask the Planner to advise a suitable area for the String Course				
Agree event start time and course closure time with Planner				
Agree Event Fees with Club Treasurer (if not standard)				
Prepare Budget and agree with Treasurer				
Inform Police by calling 101 or by email and get event reference number and the telephone number that you would need to call in an emergency on the day				
Draw sketch map of Parking, Assembly, Start and Finish				
Speak with mentor about starting volunteer recruitment. Consider the number of volunteers you will require based on estimated number of competitors and any special requirements and timings.				
Confirm Planner will supply appropriate loose control descriptions				
Consider plan in case maps run out				

Task	Person Responsible	Target Date	Notes	Done
Get details of terrain and courses from Planner and prepare Event Flyer and any other publicity				
Draft risk assessment				
2 Months before event				
Publish Flyer and distribute at events				
Send draft Risk Assessment to mentor				
Decide equipment needs				
Start volunteer recruitment				
1 Month before event				
Arrange when to get equipment. (check where it will be)				
Agree Search and Rescue procedure and search party personnel with Planner and mentor. They should be asked to come prepared				
Start draft of Final Details and Competitor Information Sheet if any				
Inform any local residents who may be affected				
Arrange access on the day (e.g. keys for barriers)				
Send out list of mobile numbers to appropriate volunteers				
Check phone reception and arrange use of radios if required (and check radio reception)				
Prepare own kit for the event				
Publish final details if any on website				
Draw up Course Information Board				
1 Week before event				
Collect equipment from kit store				

Task	Person Responsible	Target Date	Notes	Done
Confirm volunteers available and brief on where and when to assemble, what their tasks and responsibilities are and when they can stand down				
Keep checking weather and be prepared to act				
Tape off any relevant dangerous features outside event area with Planner's help/advice				
Provide text explanation sheets of pictorial descriptions for display at Registration and Start				
Print 3 copies of map to nearest A&E or MIU hospital and write police event reference number and emergency number on all of them				
Day before event				
Be available for contact from volunteers				
Load car with equipment				
At event - Start				
Arrive early (2-3 hrs before first starts)				
Put out signage where necessary				
Ensure routes to Start and from Finish are taped if necessary				
Distribute Hi-Viz jackets to Event Officials. Wear your own!				
Ensure Competitor Information Sheets and Electronic Punch Hire and Entry Forms are available at registration				
Confirm method of finding other Officials in an emergency				

Task	Person Responsible	Target Date	Notes	Done
Check First Aid volunteers and Search and Rescue plan				
Have extra copies of pre-printed maps for each course and an all controls map available for yourself, download and provide one to First Aid				
Inform Registration of total numbers of available maps for each course (information from Planner)				
Check all volunteers are ready, Officials are happy with courses, then declare start open				
Remind all volunteers and officials of their responsibilities to provide an enjoyable orienteering experience				
Monitor all volunteers and trouble shoot as necessary				
Take the lead on dealing with any problems, particularly those to do with safety				
At event – End				
Check that all competitors are accounted for. Inform First Aid volunteers				
Collect Incident/Accident Report Form(s) from First Aid				
Collect entry and punch hire money from Registration				
Remind control collectors to collect tags as well as controls				
Check controls have been collected and that Planner and control collectors have all safely returned				
Gather all lost property				
Clear site, remove litter				

Task	Person Responsible	Target Date	Notes	Done
Collect all equipment and signs and arrange return				
Ensure all gates are locked				
After event				
Report any serious incidents to club and British Orienteering				
Ensure results are published				
Phone or send emails of thanks to all volunteers and fellow officials				
Write Organiser's comments for website, including details of lost property and how to reclaim it				
Answer queries about the results				
Return all equipment to kit store				
Return any keys				
Forward any invoices and bills to the Treasurer for settlement				
Pass takings to Treasurer				
Send expenses details to Treasurer and remind other officials to do the same				
Advise Club of any land related issues, e.g. damage or complaints and suggested improvements or updates				
Submit documents to archive				
Send any suggestion to improve the Organiser's Manual or this timetable to Fixtures Secretary				
Note lessons identified for personal development				
Feel good for having enabled people to enjoy themselves				

C. Event Flyer and Event Information

The flyer and information should contain the following details between the two documents:

Type	e.g. Local League, Summer Series, Saturday Series, Wednesday Night League
Date	
Location	OS map number, full grid reference, e.g. ST558774 and Postcode
Punching type	e.g. SI, Emit etc. Contact or touch-free.
Travel	directions, parking arrangements and fee if applicable
Map	scale, if pre-printed/waterproofed
Terrain	brief description (assume the reader is a novice and avoid using words like typical)
Courses	suitability and approx. lengths if known and state if String course or alternative is available
Registration Times	e.g. 10.00 – 12.30
Start times	e.g. 10.30 – 13.00 with Queuing Start. State times from parking to assembly to start if material
Closure Time	e.g. Courses close at 14.00. Competitors must report to the finish by this time.
Entry fees	show full fees plus any member's discounts. Closing date if pre-entry
Electronic Punch Hire	charges for seniors and juniors & cost if lost
Facilities	List facilities available on site or nearby e.g. toilets, First Aid, refreshments etc.
Safety	including policy on whistles
Dog policy	e.g. dogs only on leads, in car park not on courses
Organiser's name, email address and phone number	
Planner's name	
Local attractions:	e.g. list of places to visit or eat
Data Protection statement	The personal data you give will be used by the event organisers only for the purpose of processing/publishing entries & results & as required by our insurers.
Club website	
Logos/Branding	e.g. Club, Association, British Orienteering, Competition, Sponsors

D. Contacting the Police

NB. THIS REFERS SOLELY TO NON-EMERGENCY CONTACT WITH THE POLICE. IN AN EMERGENCY ALWAYS USE 999.

It is recommended that you contact the Police by calling 101. Calls cost a flat 15p no matter how long. If you have problems contacting the Police using 101 then consider using a contact form on the local Police website. Provide the same information as above but don't expect a response.

Bullet points for your telephone call (or email) are:

- Who you are (X of X Orienteering Club)
- X Orienteering Club are holding an Orienteering event at LOCATION with Grid Reference and nearest Post Code
- We have landowner's permission
- When DATE & TIMES (give them first arrivals including helpers and estimated time you will leave)
- Estimated numbers of runners, including children.
- Estimated numbers of cars
- Parking arrangements (and say what impact this may have, e.g. could it cause traffic to queue on roads before turning off)
- If you have a marshalled road crossing say so.
- You have informed residents (if applicable)
- We will have First Aid on site
- You (will) have a Search Plan drawn up
- Ask them for the telephone number you need to call if you have an emergency or need their help on the day
- Ask them for their reference number (they should volunteer this)

In our experience, they are friendly and welcome your call to inform them that you are doing something worthwhile for the community.

E. Search Plans and Procedures

Reference documents covering search and casualty rescue can be found on the British Orienteering [website](#).

F. Suggested Reading

Any Official should be conversant with [the British Orienteering Rules & Guidelines](#). The current versions of the following are of relevance to Organisers:

- Appendix A – Event Systems
- Appendix E – Event Safety

There are a range of useful documents providing guidance and advice on planning available on the British Orienteering [website](#).