

Event set up

A guide to Arena layout & facilities – traders, toilets, download & results processing, results display, Finish run in.

Arena layout & facilities

Points to consider when designing an arena layout.

- Is there a start in the arena?
- Avoid pedestrian flows crossing traffic flows
- Clear access for routes to start(s) & they are well signed.
- Access for toilet delivery, trader vehicle access (before & after event so can be 'blocked in')
- Access for emergency vehicles – may be needed to parts of arena & to leave during an event.
- Location of key facilities – First Aid, Finish/download, Enquiries, Results, Prize Giving.
- Plenty of clear signs to indicate the location of facilities.

Some arenas have an area to use that is far too large for the facilities and participant numbers and care need to be taken not to spread out the facilities to use the space available. This can make an event lose any atmosphere it might have had with people scattered in the far corners of the arena.

Toilets

- 1 per 100 is a general guide to the required numbers of units. The use of urinals means that less may be needed. NB the short start time window for relays will increase the demand, do not under order units.
- Trail O will require at least one wheelchair accessible cubicle.
- There may be a need for more units at a remote start or a remote car park.
- Ensure that the units are insured against fire and theft for their full replacement value. This may only require 'top up' insurance to an existing club policy.
- Some companies will do same day delivery and collection and this may reduce the need for extra insurance.
- Arrange to secure the units as much as possible if they are delivered before the event and collected afterwards. (NB this will not stop fire melting them completely away).
- Try to site in a flat piece of land reasonably close the main assembly of people but consider the prevailing wind & the temperature and try to site away from catering units if possible.
- Order sufficient toilet rolls and have a person duty to replace and supervise the toilets.
- A helpers priority toilet maybe required.

Traders

- What traders are being invited?
- Consider local commercial traders for catering for food. Maybe local charities for teas & coffees.

- Contact the landowner to ascertain what types of traders are allowed and if there are any restrictions. They may be happier to allow other commercial traders if local charities/groups are invited to the event.
- Is a charge being levied by the event on traders? Does the land owner require a fee for traders? NB Landowners may need reminding that Orienteering does not bring in plenty of spectators who need feeding & watering but these facilities are just for the competitors.
- Check their Food hygiene & Fire safety certificates.
- Agree days, times and any restrictions on trading. See trader contract
- Find out their space & vehicle access requirements
- Do they need power & water or are they self-contained?
- Consider their location, near to main numbers of competitors with time & cash on them.
- Discuss with the regular Orienteering equipment traders their preferred location if the circumstances do not allow them to be in the main arena where all the activity is taking place.
- **Mark out clearly each traders pitch, send them a map and mark it on the ground.**

The Finish layout

- The finish should be in the arena for all major events.
- Allow spectators a good view of the last control, the run in and the finish.
- Avoid the download tent or any other functions from obscuring the finish control from spectators.
- Club tents should allow occupants a view but not obscure the run in/finish from all present at the event.
- A long run in, on a curve or loop is preferred for both spectators and commentators.
- Consider using both sides of the run in and make an adequate number of crossing gaps – see section on electrical safety about cable runs & protection.
- A double row of tapes/ropes/stakes and banners maybe needed to keep spectators back.
- There may need to be a corridor kept clear for the cable run from the last radio controls.
- Avoid tight curves and keep the run in tapes as wide as possible until near to the finish controls.
- It is preferable that the last control for all courses should be at the start of the run in.
- The final run across the finish line should ideally be slightly up hill.
- There should be a clear indication of the finish line – especially important in relays. Use flag banners, gantry/arch to indicate the finish line as well as having more than one finish control.
- Use the terrain to aid the layout, spectators should be looking down not up at the run in.
- More than one finish run in lane maybe required.

Download

- Consider a tapering funnel from the finish area into the download tent.
- Have plenty of stations for download to avoid queues.
- Shelter maybe required if there is likely to be very poor weather and queues build up
- Have a separate help point for mis-punches and problems. An all controls map is needed at the help point to help explain where the mis-punch occurred.

- On exiting the download area map collection may be required – this needs to be a secure area staffed by at least 2 helpers during the busy period to collect maps/ensure they go into the correct club bag.
- After download map collection there maybe clothing reclaim, drinks and then later on map reclaim.

Results display

- Consider if a 'screen' is an appropriate way to display results – works well for Harvester & British Nights Championships for example.
- Is a Big screen needed for results display, tracking and live coverage from the terrain?
- Can a wireless network be set up for the arena? This will allow the use of mobile phones to access instant results.
- Consider 2 or 3 sets of boards for printed results. These will be needed for junior course map display, previous map display (NB this is a requirement for an WRE event and failure to do so may result in the course being voided), previous results.
- Allow plenty of space for printed results, gaps between different courses/classes. Consider having a lower positioning of very junior results.
- Printed results can be pasted up or placed in plastic pockets or clipped to a board that hangs up.