

British Orienteering

Planner-Role Description

British Orienteering is an Equal Opportunities Employer.

Role description		
	Title	Race Day Planner
	Role	To plan courses, draw up maps & set out equipment to deliver correct TD courses the classes are specified in the relevant competition rules & guidelines
	Appointment and Communications	<ul style="list-style-type: none"> Appointed by Association
	Tasks before the event	<ul style="list-style-type: none"> Obtain & read the rules of the event/competition Visit the area & agree start & finish with Race Day Organiser (RDO) & Coordinator Work with Safety Officer (SO) & RDO to compile the Risk Assessment Plan all necessary courses for classes. Advise RDO of access requirement for planning purposes. If appropriate appoint a deputy/assistant & agree work split. Obtain details of all OOB & restricted areas from RDO. Visit area, tape sites & draft courses & agree these with controller. Agree final sites & courses with controller. Liaise with SO on any risk control measures that may be required. Liaise with mapper, mapping adviser, elite adviser, IOF adviser & others as necessary. Liaise with EM on map layout, logs etc. Liaise with Entries sec on class/course numbers Work with controller to agree timescale for map & course printing, checking of maps & final print date. Work with RDO/EC to arrange map & control description printing. Specify & order electronic controls & flags & stakes etc. Agree taping of OOB areas with RDO. Advise RDO of land access requirement with regard to set up & clear away of controls. Advise RDO of staffing requirement for control hanging, marshalling & collecting.

Role description		
		<ul style="list-style-type: none"> • Advise entries/download of course/class combinations & course details. • If specialist event – e.g. relay, work with appropriate team leader on any special requirements. • Liaise with Commentary team on siting of radio controls, number, location etc. • Liaise with RDO & EC & Start team leader on map delivery & transfer to start.
	Tasks during the event	
	Tasks after the event	<ul style="list-style-type: none"> • Return all equipment • List helpers for thank you • Report on issues for next event team • Submit any expenses and receipts claims promptly