

# British Orienteering

## Start Team Leader – Role Specification

*British Orienteering is an Equal Opportunities Employer.*

Title	<b>Map Issue and Start Team Leader</b>
Name	
Role	Plan in conjunction with race day organiser and safety officer and oversee map issue, mass starts and mini-mass starts.
Appointment and Communications	<ul style="list-style-type: none"> <li>• Appointed by Day Organiser</li> <li>• Carry phone or radio during the event</li> <li>• Must wear high vis jacket during the event</li> <li>• Attend site meetings for all races on list</li> <li>• Appoint a deputy start team leader in case of illness</li> <li>• Brief all start team helpers</li> </ul>
Tasks before the event	<ul style="list-style-type: none"> <li>• Obtain relevant rules on start procedures for all competitions being held</li> <li>• Attend site meetings and work with race day organiser, race day planner and arena manager to devise most appropriate start layouts</li> <li>• If more than one start, advise on naming of start and provide information for programme on location, distance and facilities – clothing drop or transfer, toilets, clear station location etc.</li> <li>• Liaise with race day organiser, race day planner and arena manager on location of warm up areas</li> <li>• Liaise with race day organiser and arena manager on location of map issue tent</li> <li>• Advise equipment officer of equipment needs – tape, clocks, boxes, signs, tent etc.</li> <li>• Arrange for delivery and collection of all equipment</li> <li>• Devise efficient strategy for issue of maps to competitors, bearing in mind that some periods will be busier than others</li> <li>• Be clear about how to handle problems, e.g. missing map; a list of course combinations for each team/leg will be provided</li> <li>• Brief map issue team</li> <li>• Liaise with planner on maps, responsibility for delivery, storage and return</li> <li>• Be clear about late starter policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Brief all start officials on rules of the start</li> <li>• Advise Organiser of staffing requirements and equipment needs</li> </ul>
Tasks during the event	<ul style="list-style-type: none"> <li>• Set up start</li> <li>• Arrange for blank start lane maps and loose control descriptions to be supplied in plenty of time</li> <li>• Deal with any equipment failures, clear, check and start boxes, replace, advise download, race day organiser and controller of any issues.</li> <li>• Return start boxes, clear &amp; check to download for safety cross check.</li> <li>• Return unused maps to organiser for collection by non-starters.</li> <li>• Clear away start and return all equipment</li> </ul>
Tasks during the event (RELAY-MAP ISSUE)	<ul style="list-style-type: none"> <li>• Set up map issue ready for first call up</li> <li>• One person at entrance to map issue tent, controlling access to first leg runners.</li> <li>• Competitors will pass SI clear stations when entering the marquee.</li> <li>• Manage competitors and issue maps efficiently to prevent queues. Use separate lane and table for each leg. One person behind each table to issue maps. <b>THESE PEOPLE MUST DOUBLE CHECK ALL BIB NUMBERS WHEN ISSUING MAPS!!!</b> Always confirm the bib number by looking at the bib – do not take the competitor’s word.</li> <li>• Competitors will pass a check box when leaving the marquee. A supervisor should ensure ALL competitors check SI cards</li> <li>• If a competitor wishes to return from the start pen / changeover area back through the map issue (e.g. if they forgot their compass) <b>TAKE THE MAP BACK</b> and re-issue it on return. <b>DO NOT</b> allow competitors back into the arena with unused maps!</li> <li>• Return unused maps to Organiser for collection by non-starters.</li> </ul>
Tasks during the event (RELAY-MASS START & mini-mass start)	<ul style="list-style-type: none"> <li>• Set up start ready for first call up</li> <li>• Deal with any equipment failures, clear, check and start boxes, replace, advise download, race day organiser and controller of any issues.</li> <li>• One person to manage the start box</li> <li>• One person to use loud speaker (if any special instructions on the day) and starting horn / whistle</li> </ul>
Tasks after the event	<ul style="list-style-type: none"> <li>• Return all equipment</li> <li>• List helpers for thank you</li> <li>• Report on issues for next event team</li> <li>• Submit any expenses and receipts claims promptly</li> </ul>