

## APPENDICES TO HOC ORGANISER'S GUIDE

**THE DATA PROTECTION ACT MAKES IT DIFFICULT TO INCLUDE CONTACT DETAILS OF INDIVIDUALS ON A WEBSITE. Consult the HOC Contacts Book. Alternatively a version of this guide containing full contact details is available from the Event Support Officer.**

### Appendix 1 - Team Organisers and Team Leaders

	<b>Organiser</b>	<b>Team Leaders</b>
<b>Car Parking</b>	Geff Trewin	Steve Chiverton Ant Clerici Barry Houghton Rollo Rumford
<b>Registration (+Enquiries)</b>	Colin Spears	Judith Evans Ashley Ford and family Rick Roberts and family
<b>Start</b>	Robert Vickers	Ian Hopkins David Williams Alison Sloman
<b>SI and results</b>	Mike Farrington	Mike Abbott Carol Farrington Judith Taylor
<b>Results (Manual Punching events only)</b>	Carole Sparke	
<b>String Course</b>	THE EVENT ORGANISER	Sue Chambers Stephen Bickerton and family Alex Morgan and family HOC families with children
<b>First aid</b>	George Chambers	
<b>Control Collection/Search and rescue</b>	THE PLANNER	
<b>Finish</b>	THE EVENT ORGANISER	The functions of the Finish Team have reduced since the arrival of SI punching, to the extent that personnel are no allocated to this team, which the Organiser must arrange. A list of possible jobs is in Section 7 and Appendix 10.

**Appendix 2 - Example publicity flyer**

*A useful template for constructing flyers is available in another section of the HOC website*

**HOC DISTRICT EVENT**  
**Sunday October 27th<sup>rd</sup> 2002**  
**Worcester Beacon, West Malvern**  
**OS Map 1:50 000 No. 150, Grid Ref. SO 767 445**

**WM League Event**  
**Electronic Punching**

Directions The north part of the Malvern Hills. Signed from the A449 in Malvern Link at the junction with the B4503 and B4219 at grid ref: SO 774 470

Car Parking : Hard standing off the B4232 West Malvern to Upper Wyche road. Please approach from the South via the Wyche cutting to avoid congestion in West Malvern. Grid ref of the car park SO 766 447.

Map : 1:15 000, 5m contour interval, Terry Foxton, revised 1997

Terrain : Step hillside with many tracks and contour features. Mainly open with some bracken and woods.

Electronic punching Using SI. Bring your dibber to registration. A dibber may be hired for £1.

Courses: White, Yellow, Orange, Light Green, Green, Blue.

Facilities: Ultrasport, catering, toilets in car park.

Dogs:- No restriction on the hills. Please keep on lead in the Car Park.

Entries On the day. Pre-entries via the HOC website also available.  
[www.harlequins.org.uk](http://www.harlequins.org.uk)

Registration: 9.30 - 12.15

Starts: 10.15 - 12.30 Courses Close 14:30

Entry Fees: Seniors £5:00 Juniors £2.00, . Surcharge of £2 for non-British Orienteering members and for local British Orienteering members outside the West Midlands region.  
 Car Park £2 to Malvern Hills Conservators

Officials:  
 Planners: Brian Hughes HOC  
 Controller: Judith Taylor HOC  
 Organiser: Rollo Rumford HOC  
 Tel:- XXXX XXX XXX (between 8 and 10pm only please)  
 Email: YYYYYYYYYY

**Safety:**

**All competitors take part at their own risk and are responsible for their own safety. The quarries near the car park and some cliffs on the hills are dangerous. Parents should make their children aware of this.**

**PTO****IT IS HOC POLICY NO WHISTLE NO GO**

- *DATA PRIVACY The personal data you give will be used by the event organiser only for the purpose of processing and publishing entries and result. Entry data will not be retained after three months from results publication or the conclusion of any protest or appeal.*

Changes/Late information. Refer to the HOC website [www.harlequins.org.uk](http://www.harlequins.org.uk)

### Appendix 3 - Example competitor information sheet

#### VALLEY OF THE MISTS 29/2/2003

Whistles **MUST** be carried. It is HOC policy **NO WHISTLE NO GO**. Do not navigate by the gorse clumps as these are not all mapped and some that are have changed. Some paths are very wet and muddy. There is high bracken but the courses have been planned to avoid the worst. The start is 800m and 100m climb up a sometimes steep but generally good path from the N end of the parking field. Not suitable for baby buggies, though. An older competitor walking might allow 20 minutes.

#### INSTRUCTIONS FOR THE EVENT

1. Please complete the entry form you have been given, **before** going to map sales & registration – one form must be completed for each competitor.
2. **MAP SALES.** You must go to map sales (and SI card hire if necessary) **BEFORE** registration. There are some map corrections.
3. **SI CARD HIRE.** If you do not have your own SI card you must hire one. An SI card will be issued and its number will be entered on your form. Your form will be kept and information keyed into the SI system.
4. **SI REGISTRATION.** If you have your own SI card go to the SI registration tent. Give the helper your entry slip and enter your details by dishing a master station. Your course will need to be manually confirmed on the system.
5. **START TIME.** You must then go to the registration cars to obtain a start time for your selected course, which will be entered on the control description sheet for you.
6. **CLEAR.** At the start you will need to 'clear' your SI card. The 'clearing' units are located at the start. Please clear your SI card before your start time is called.
7. **PRE-START.** When your start time is called show your control description sheet to the official and enter the pre-start boxes. Your SI card will be checked at this point to ensure it has been cleared.
8. **START.** A punching start is being used. Your race time will start when you insert your SI card into the start unit so don't worry if you have to queue for a few seconds.
9. **On your COURSE.** Make sure that the CONTROL units beep and the lights FLASH when you 'dib' at each control on your course. You must take the controls in the correct order. Report any problems at the DOWNLOAD when you finish.
10. **FINISH.** Please ensure that you 'dib' at the FINISH control unit.
11. **DOWNLOAD.** All competitors **must** report to the DOWNLOAD whether you complete your course or not. **YOU MUST HAND IN ANY HIRED SI cards** at this point. Any cards lost or not returned will be charged at £17.50.
12. **COURSES CLOSE** at 14:30pm.

**THANK YOU FOR COMING, AND ENJOY YOUR RUN!**

#### Appendix 4 - BOF Risk Assessment form

The purpose of this risk assessment for an orienteering event is to look at all aspects of the event organisation and planning, the potential hazards, the persons likely to be affected, the procedures already in existence and those that need to be put in place to minimise the risks. You should also refer to Appendix E (Event Safety) of the BOF Rules 2007. It covers areas that the Organiser, Planner and Controller should be considering whether this form existed or not, so should not impose any great additional workload. It is intended to ensure that all relevant issues are considered systematically so that nothing gets forgotten.

Event Name:		Event Date:	
Event Venue:		Expected number of competitors:	
Assessment completed by:		Assessment reviewed by:	
Date:		Date:	
Signed		Signed	

#### Event Arrangements and Contact Details

	Name	Contact Number
Organiser		
Planner		
Controller		
First Aid cover		
Local Casualty Department		

Event registered with BOF

#### Steps in completing the Risk Assessment

The risk assessment should be completed by the Organiser, in conjunction with other event officials. It should be reviewed by the Controller. The Organiser should keep a copy of the risk assessment and have it available at the Event.

##### 1) Look at the hazards

Look at the list of hazards in the main table. Tick those which apply to your event. Think about what other hazards may arise that are specific to your particular circumstances and add details of these where appropriate.

##### 2) Determine who might be harmed, and how

Tick the relevant entries in this table. Add any others that are relevant.

- |                                     |                                                   |                                           |                                           |
|-------------------------------------|---------------------------------------------------|-------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Helpers    | <input type="checkbox"/> Competitors              | <input type="checkbox"/> Spectators       | <input type="checkbox"/> General Public   |
| <input type="checkbox"/> Road Users | <input type="checkbox"/> Horse Riders             | <input type="checkbox"/> Dog Walkers      | <input type="checkbox"/> Absolute Novices |
| <input type="checkbox"/> Children   | <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Others (specify) |                                           |

##### 3) Decide on what mitigations you will use for the hazards you have identified.

What precautions will you use or do you already have in place to mitigate the risks from the hazards identified? Examples of best practice ideas are listed in the main table and you should tick those that you will apply. You should add any other items which you are using specifically for your event. Make sure you consider all of the exposed groups that you identified in the previous stage.

##### 4) Further action

What further action is necessary to control the risks not adequately covered? Give priority to those risks that affect large numbers of people and/or could result in serious harm. Can you:

- Remove the risk completely (but not the hazards inherent in orienteering)?
- Try a less risky option?
- Prevent access to a hazard (by guarding)?
- Organise things to reduce exposure to the hazard?
- Provide welfare facilities (First Aid)?

For help and further guidance on this form contact British Orienteering Federation, 8a, Standliffe House, Whitworth road, Darley Dale, Matlock, Derbyshire DE4 2HJ Telephone: 01629 734 042 (24 hours). Fax: 01629 733 769. Email: [bof@britishorienteering.org.uk](mailto:bof@britishorienteering.org.uk)

**Risk Assessment Details for \_\_\_\_\_ (Event) on \_\_\_\_\_ (Date)**

Hazard	Risk Mitigations	Comments
<b>Dangerous terrain</b> <input type="checkbox"/> Cliffs and quarries <input type="checkbox"/> Deep valleys, steep slopes etc. <input type="checkbox"/> Rivers, streams, standing water etc. <input type="checkbox"/> Bogs and marshes <input type="checkbox"/> Rocky or stony terrain <input type="checkbox"/> Military areas (unexploded shells, barbed wire etc.) <input type="checkbox"/> Mineshafts, caves, mine workings etc. <input type="checkbox"/> Deep holes, rough terrain <input type="checkbox"/> Thick vegetation, brashings, undergrowth <input type="checkbox"/> No obvious boundary of mapped area <input type="checkbox"/> Other	<input type="checkbox"/> Courses planned to avoid dangerous terrain <input type="checkbox"/> Courses appropriate to those expected to take part <input type="checkbox"/> Yellow/black tape to mark dangerous items <input type="checkbox"/> Information in event details <input type="checkbox"/> Information shown on overprinted maps or corrections <input type="checkbox"/> Notices at start or in start lanes <input type="checkbox"/> Other	
<b>Man-made obstructions</b> <input type="checkbox"/> Road crossings <input type="checkbox"/> Railways <input type="checkbox"/> Fence and wall crossings <input type="checkbox"/> Canals <input type="checkbox"/> Other	<input type="checkbox"/> Courses planned to avoid dangerous features <input type="checkbox"/> Cross at safe points (bridges, tunnels, stiles etc.) <input type="checkbox"/> Timed crossings <input type="checkbox"/> Marshals at crossing points <input type="checkbox"/> Information in event details/shown on maps <input type="checkbox"/> Other	
<b>Other activities on the area</b> <input type="checkbox"/> Forestry work <input type="checkbox"/> Motorcycles <input type="checkbox"/> Cyclists/Mountain Bikers <input type="checkbox"/> Horse riders <input type="checkbox"/> Clay pigeon shooting <input type="checkbox"/> Golfers <input type="checkbox"/> Other	<input type="checkbox"/> Courses planned to avoid defined areas <input type="checkbox"/> Notices put up to warn land users before event <input type="checkbox"/> Information in event details <input type="checkbox"/> Information shown on overprinted maps or corrections <input type="checkbox"/> Notices at start or in start lanes <input type="checkbox"/> Other	
<b>Weather</b> <input type="checkbox"/> Snow, hail, ice <input type="checkbox"/> Cold <input type="checkbox"/> Wind <input type="checkbox"/> Rain (including flooding/rising rivers) <input type="checkbox"/> Sun and heat <input type="checkbox"/> Darkness <input type="checkbox"/> Other	<input type="checkbox"/> Bad weather courses available if needed <input type="checkbox"/> First Aid point/tent on course <input type="checkbox"/> Goggles mandatory <input type="checkbox"/> Drinks points <input type="checkbox"/> Torches and lighting available <input type="checkbox"/> Event cancellation policy <input type="checkbox"/> Other	
<b>Injuries and Illness</b>	<input type="checkbox"/> St Johns/St Andrews in attendance <input type="checkbox"/> Mountain Rescue in attendance <input type="checkbox"/> Trained First Aider available <input type="checkbox"/> First Aid kit available <input type="checkbox"/> Details of nearest hospital available <input type="checkbox"/> BOF Accident Details form available <input type="checkbox"/> Other	
<b>Missing Competitors or Officials</b>	<input type="checkbox"/> Stub check/Electronic punching check <input type="checkbox"/> Tick off start list <input type="checkbox"/> Personal details and car keys etc. left at Enquiries <input type="checkbox"/> Search arrangements in place <input type="checkbox"/> Telephone contact list for key officials <input type="checkbox"/> Radios available <input type="checkbox"/> Other	

<p><b>Other Issues</b></p> <p><input type="checkbox"/> Electrical hazards (computers, generators etc.)</p> <p><input type="checkbox"/> Injuries from canes</p> <p><input type="checkbox"/> Dogs</p> <p><input type="checkbox"/> Animals and livestock</p> <p><input type="checkbox"/> Traffic hazards (e.g. car park entrance, bus drop-off and turning points)</p> <p><input type="checkbox"/> Other</p>	<p><input type="checkbox"/> Officials suitably qualified and experienced</p> <p><input type="checkbox"/> Canes not used, or used with cane tops</p> <p><input type="checkbox"/> Dangerous areas taped off</p> <p><input type="checkbox"/> Whistles mandatory</p> <p><input type="checkbox"/> Police/landowners consulted on traffic arrangements</p> <p><input type="checkbox"/> Information in event details</p> <p><input type="checkbox"/> Rescue Plan produced</p> <p><input type="checkbox"/> Other</p>	
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**Appendix 5 - Other useful contacts**

See the HOC contacts Book, or ask the Event Support Officer for a fuller version of this guide.

<b>NAME</b>	<b>TELEPHONE</b>	<b>E-MAIL</b>
Mike Farrington Chairman		
Rollo Rumford Fixtures Secretary Area Permissions		
Robert Vickers General Secretary		
Colin Spears Mapping Officer		
Alison Sloman Equipment Officer		
Lynden Hartmann ADHOC Editor		
Mike Farrington SI Expert		
David Williams webmaster		
Treasurer Brian Laycock		
Publicity Printer Mike Baggott		
Brian Hughes Events Support officer		

Contact Details that cannot be displayed on a website are available in the HOC contacts book, or by application to the Event Support Officer who can provide a full version of these Appendices.

British Orienteering, 8a Stancliffe House, Whitworth Road, Darley Dale, Matlock,  
Derbyshire DE4 2 HJ.

[bof@britishorienteering.org.uk](mailto:bof@britishorienteering.org.uk).

## Appendix 6 - Toilet Hire

*See the Main Guide, Section 2.13 and Appendix 14 for the risks of toilets being stolen over-night and the insurance issues.*

Our regular supplier is SPACE MOBILES (See below). They provide a good service and know our requirements. First contact can be by letter.

Some toilet hire businesses deal mainly with construction sites and are not used to the needs of a sports event. Some of the following firms have been used for orienteering events before, others have been recommended by members from neighbouring clubs, still others are untried.

Trawling the web unearths many firms providing potable loo hire.

Prices are usually quoted as all-in, including delivery, set-up, collection (and servicing for multi-day events). VAT is extra. Delivery distance may increase the price, so use a firm close to the event. The hire firm may deliver the day before an event and collect the day after, so check who is liable for any overnight damage. Usually payment in advance but haggle!

Always specify the expected number of competitors and times that loos must be available for use.

They rarely provide enough loo rolls - buy some! Provide a site layout map.

Recommended: Colour events: one loo per 100 competitors; Badge Events: 6 loos + 1 urinal for up to 800 competitors; plus 1 loo per extra 100 competitors. Relays need more as start times are concentrated. Consider need at distant Start locations.

Midland International (Hire) Services, Hollyfast House, Wall Hill Road, Allesley, Coventry CV5 9EL (024 7633 6411, fax 0024 7633 8007). Big events only.

Portable Toilets Ltd, Allaston Road, Lydney, Gloucestershire, GL 15 4EX. 08702 407 208 [enquiries@portabletoiletslimited.com](mailto:enquiries@portabletoiletslimited.com). [www.portabletoiletslimited.com](http://www.portabletoiletslimited.com).

Space Mobiles, Glebe Farm, Stanton Long, Much Wenlock, Shropshire TF13 6LQ (01746 712 602). [SpaceMobiles@aol.com](mailto:SpaceMobiles@aol.com) Contact: Jane. OUR USUAL SUPPLIER and used regularly by WRE.

Tardis Environmental UK Ltd., 74 Cannock Road, New Invention, Willenhall, West Midlands WV12 5RZ (01922 402 410, mobile 0973 361 272, fax 01922 402 805).

Thistle Loo Hire, Unit 21 Brindley Road, Dodwells Bridge Industrial Estate, Hinckley (01455 631 814 or 230 616/fax: 615 981). Contact: Mr McGillivray Used at Hopwas, Jan 1999 (Organiser: John Bennison 0121-323 2370).

Andys Loos. Worcestershire 01905 230 616. [www.andyloos.co.uk](http://www.andyloos.co.uk) [info@andyloos.com](mailto:info@andyloos.com)

Flush-it Limited. Solihull, Birmingham. 0800 032 5713 [www.flush-it.co.uk](http://www.flush-it.co.uk)

Central Toilet Hire. West Midlands Mill Lane, Stonnall, Walsall, West Midlands WS9 9HN 01543 483 172 fax 01543 483 173.

Loos on the Move, Gloucestershire. Possibly mainly geared to the construction industry?

Yard 5, Cambridge mills Industrial estate, Cambridge, Gloucestershire, GL2 7AA tel 01453 899 003, mobile 0797 373 7353, fax 01453 899 033.

## **Appendix 7 - Levies and BOF entry fee policy**

The organiser need not concern himself too much with this. He will however need to provide the Treasurer after the event with the number of Senior and Junior runs, as levies are based on participation figures.

Depending on the type of event C2,C3,C4 or C5 levies may be payable to WMOA and British Orienteering. For Championship events (C1, BOC and JK), special financial agreements are made between the organizing Region and British Orienteering.

Event Levy: Rates change annually. The Organiser gets the current levy fee structure from BOF with the ER2 form once the event has been registered. The Treasurer will also have a copy of the fee structure.

### **Event Entry:**

Event entry restrictions on non-members have been removed, with the possible exception of the various British Championships. Instead clubs will be expected to offer discounts to British Orienteering members, as an inducement to 'independent' runners to join BOF or the club. The British Orienteering membership card must be produced by competitors at 'entry on the day' events to qualify for the discount.

At District (C4), Regional (C3) and National events (C2) discounts are given to National members of British Orienteering or for Local only British Orienteering members if the event is in WMOA. For Local events (C5) there is no discount for British Orienteering members. The additional income is retained by the organising club.

Typical fees are given in the main body of the guide, Section 2.5.

**Appendix 8 - BOF rules and Guidelines of particular value to the Organiser**

Go to BOF website [www.britishorienteering.co.uk](http://www.britishorienteering.co.uk)

Home Page

Site Map.

BOF rules and Appendices

Rules and Guidelines 2007 (or whatever version is current)

*Particularly of relevance to the Organiser are:*

Appendix E Event Safety

Appendix F Environmental Good Practise

Appendix G Protests , Juries and Appeals (Regional events and higher)

Appendix L Selection, Seeding and Start Lists. (Major events only)

At the time of writing all of these were in pdf form, which means you will need 'adobe acrobat' to 'translate' it. This may be downloaded free from the internet, at [www.adobe.co.uk](http://www.adobe.co.uk).

**Appendix 9 – Traders**

**Wilfs** Travelling food and drink outlet, popular at O events.  
Charlotte Webb, Wilf's Café, Mill Yard, Stavely, Kendal, LA8 AR.  
Tel: 01539 822 329  
Fax:01539 822 969  
[www.wilf-café.co.uk](http://www.wilf-café.co.uk)  
e-mail request form available through the website.

**Ultrasport** Popular O kit retailer  
Ian Kevan, Nova House, Audley Avenue Enterprise Park, Audley Avenue,  
Newport, Shropshire, TF 10 7DW.  
Tel 01952 813 918, Fax 01952 825 320  
[www.ultrasport.co.uk](http://www.ultrasport.co.uk)

**Compass Point** Popular O kit retailer  
Rick and Angela Houghton  
10 Market Square, Lytham, Lancashire., FY8 5LW.  
Tel 01253 795 597. Fax 0123 739 460.  
[rick@compasspoint-online-co.uk](mailto:rick@compasspoint-online-co.uk)

**Planet Fear** A new (2007) trader  
[www.planetfear.com](http://www.planetfear.com)  
planetFear, Harland Works, John Street, Sheffield, S2 4QU.  
Tel 0114 276 3944, Fax 0114 276 3955

## **Appendix 10 - Information to send to Team Leaders**

You may find it useful to amend these Word Files to suit the particular circumstances of your event and send them to your Team Leaders at an early stage of the organisation.

### **Car Parking**

Responsible for:-

Signing to event as agreed with organiser.  
 Marshalling of vehicles into safe parking positions from car park entrance.  
 Collection of any parking fees.  
 Issuing of any written instructions or entry forms to competitors.  
 Marshalling of vehicles as they exit the car parking area (if necessary for safety reasons).  
 Removal of all direction and other signs  
 Ensuring that they can find and direct the First Aid team to the Finish.  
 Knowing directions to the nearest Hospital from the car park.

Materials required:-

Signs.  
 Pointers for directing cars.  
 Fluorescent vests  
 Cash float if parking is being charged for.  
 Bucket or other container for float and received payments.  
 Cash bags to stop notes blowing away.  
 Printed materials from the Planner or controller to be handed out to competitors (if any).

### **Registration**

Responsible for:-

Hire of SI cards (if used)  
 Organising a convenient way for competitors to enrol for the competition.  
 Enrolling competitors onto correct course against defined time slots.  
 Recording specific data required for use in checking competitors later in the competition or during results preparation or account preparation.  
 Collecting of payments (as required).  
 Issuing materials to competitors – maps, control cards and control descriptions.  
 Uploading competitor details of EOD into event network.

Materials required:-

Cash float.  
 Clipboards.  
 Forms required by event officials (for use in completing accounts, checking for missing competitors etc).  
 British Orienteering Incident report form.

For major events only, complaint/protest forms.

Control descriptions.

A large board with one copy of each set of control descriptions, protected from the weather.(if a set of descriptions runs out, then competitors can copy from this reserve resource.

Pens.

Area for hire of SI cards (if applicable. This may require a tent, tables, additional cash float, SI cards themselves, pens, receptacle for any completed forms.

Area for the SI Team for the loading of electronic competitor registration details. This may require a tent, or caravan, tables, appropriate height chairs, desk light (in winter), laptops and power supply (typically shared with download area).

Signs for directing competitors through the registration process (see Organiser's Guide, Section 5).

Sign saying Whistles are compulsory.

***For manual punching events with master maps:***

Blank maps,

Control cards

**Start Team**

Responsibilities:-

Getting the maps from the Organiser and transporting them to the start.

Taping the route to the start from the car parking area and collecting the tapes once all starters have left.

Setting up and taking down the start area materials.

Ticking off competitors on a list, if the Organiser is using this system as part of his safety procedures. A clip board helps.

Setting out any necessary taped boxes to be used for the start (recommend 2 for Regional and National Events and at least 1 for District)

Ensuring that the clock is synchronised with the finish clock.

Ensuring that competitors know where the start kite is located and the arrangement of the map bags (pre-printed courses) or master maps (blank maps).

Ensuring that competitors start at the correct time.

Ensuring that control card stubs are collected (manual punching only).

Delivering these stubs to the finish team (manual punching only).

Materials required:-

Tape, hammer and pegs.

Start Clock and watch.

Pens, Clip board.

Time indicator

Maps in course boxes (if pre-printed courses are on offer).

Start banner.

SI units if necessary – clear, check and start punches (the later only if a punching start is being used).

Sign saying Whistles are compulsory.

Stub holder (not essential, manual punching events only).

Sign Board indicating the positioning of the map boxes, (by course (Regional Events) or colour (District and Local Events)).

**Finish Team:- (The Responsibility of the Organiser)**

**Jobs to be done before the event** by the FINISH team, which is selected and arranged by the Event Organiser

Responsibilities:

Set up Finish Lane with any taping from last control as agreed by controller.

Ensure that Finish Line is clearly marked, by a large banner.

Ensure that a drinks supply is maintained during the competition unless this is being provided by a separate team at a different location.

Tape route from Finish to download (or assembly for a manual punching event).

Make sure that Finishes are manned, if they are not in sight of the assembly area.

Remove all tapes and equipment after the event.

***For manual punching events.***

Determine the order of each individual finisher (as opposed to groups).

Allocate time to each finisher.

Collect control card and ensure that finish time can be cross referenced to this (normally using cloakroom ticket).

Write up finish times on control card.

Results Team: Cross reference finishers control cards to stubs provided by Start team (safety issue).

Materials:-

Tape, mallet and pegs.

Stakes for lane marking.

***For manual punching events***

Staples and staples for DIY results display.

Cloakroom tickets.

String for DIY results display.

Finish tent.

Tables, chairs, required for control card checking team.

Boxes/containers for separating out control cards for the various courses.

Pens, rubber bands.

***SI Events only*** should consider the following additional responsibilities:-

Marshall competitors into download area.

Ensure that each competitor downloads data correctly.

Deal with immediate competitor queries.

Provide split time print-outs.

Ensure that data is maintained and backed up as necessary.

Post results on HOC display boards.

Equipment:-

At least 3 laptop PC's appropriately networked.

At least 2 thermal printers capable of operating in damp and cold conditions.

Facility for providing competitors with splits.

Generator with power surge protector (to allow for printer kick ins).

Tables.

Caravan or marquee (to be hired?) or other dry area capable of providing protection for electronic equipment.

Stakes for lane marking.

**Results Team:-**

Responsibilities:-

***Manual Punching Events***

Checking control cards to ensure that all punching is correct. This should be done on the day to sort out any problems, unless exceptional circumstances make this impossible. Card masters should be provided by the planner, otherwise check at least 3 cards for a common, correct pattern to become clear.

Resolving any control card queries with the controller and organiser.

Calculating competitor times.

Materials:-

Control cards.

Pens to indicate errors in punching.

## Appendix 11 – Production and publication of results

After SI events, Provisional results can quickly be posted to the HOC website. This is the responsibility of the SI team Manager. Results could also be downloaded to the British Orienteering website, but at this stage must be clearly marked as provisional. After a manual punching event, there is much typing to be done. This is the organiser's responsibility but may be delegated.

For final results:

1. The planner must provide the distance and height climb for each course.
2. After a Regional event the planner calculates the Badge Standards (The SI software may do this automatically). The results should be confirmed by the Controller, who has the authority to adjust Badge Standards..
3. Ask the planner and controller to write comments on the event to add to the result package. They will wish to see the provisional results first.
4. The controller should check results before final results are published.
5. Post printed results to those who have paid/requested them. Send copies to other interested parties, e.g. the landowner.
6. Post Final Results to the HOC web-master and to BOF website.
7. After a Regional event (or higher) send final, corrected results to the National Rankings scheme (details on [www.britishorienteering.org.uk](http://www.britishorienteering.org.uk).)
8. After an event with colour coded courses send a copy of the results (or direct him to results on the web) to the WMOA Officer who runs the Colour Awards scheme.

Materials:-

PC.

Data files from event.

Control cards (if any).

## Appendix 12 - Equipment needed by the Organiser

### *Car Parking*

Bibs  
Fingers  
Road signs  
Container for collecting Parking fees  
Float

### *Registration events using manual punching*

Time Sheets (Start Lists). One for each course (starts normally 10:30 to 12:30 extend this to 10:00 to 13:00 for helpers' starts.).  
Clip Boards  
Descriptions of Courses (from planner) for windscreens  
Control descriptions (from planner)  
Control cards  
MAPS (from planner)  
Signs – “MAP SALES”  
“ENQUIRIES”  
“REGISTRATION”,  
“MAP CORRECTIONS  
”TO THE START”  
“First Aid”  
“Toilets”  
Map corrections (from planner)  
White and Yellow master Maps (from the planner)  
Cash Float  
Boxes for money (one for coins, one for notes)  
Results Bin and envelopes 30p  
Sellotape  
Scissors  
Pens  
For WM League and Compass Sport events, a board detailing the class/course combinations.  
Master set of control descriptions, protected from the weather and displayed on a board (in case they run out)  
Paper, in case of above.

### *Registration for events using SI*

Tent, tables and chairs.  
Registration procedure Signs (Stages 1 to 4)  
Clip boards with start lists and pens  
Boxes for control descriptions (one for each course)  
Separate Cash Floats in boxes for map sales and dibber hire.  
Sheet from the SI Team and clipboard for recording dibber hire details.  
Course details, control descriptions, map corrections and white/yellow master maps from the Planner.  
Spare SI entry forms- usually given out at the car park entrance- if this back up safety system is being used.  
For SI events, backup data to resolve mis-entries into the Computer system.  
Signs directing competitors through the registration system (see guide Section 5).  
For WM League and Compass Sport events, a board detailing the class/course combinations.

Master set of control descriptions, protected from the weather and displayed on a board (in case they run out.)  
Paper, in case of above.

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*Start* Stakes and Hammer  
Tape  
Pegs  
Stub collection box  
Master Maps (from planner for non pre-printed course events)  
Map Boxes for each course (for C4 and above events with pre-printed courses)  
Sign showing layout of Master Maps for events with blank maps,  
Sign showing layout of Map Boxes for events with pre-printed courses/maps.  
Cover for Master maps, Poles, pegs (if required).  
Plastic sheeting

Spare whistles  
Start banner  
Start time indicator (from the Start Team Organizer)  
Start Clock (from the Start Team Organizer)  
Small tent  
Chairs for helpers (optional)

*Finish* Finish banner  
Stakes and mallet  
Tape  
Staplers and staples  
String  
Numbered raffle or cloak room tickets if using Manual punching.  
Rubber bands  
Finish clock (from the Start Team Organizer)  
Tent  
Chairs  
Tables

*Results* Tables  
Chairs  
Tent  
*For Manual punching Events:*  
Stub Boxes  
Boxes for control cards (one for each course)  
Rubber bands  
Pens  
Water Proof Pens  
Spare paper  
Stakes, string, staplers, staples (for results line.)

*Drinks* Water containers  
Drink stand or table  
Orange squash  
Plastic cups  
Black rubbish sacks

*String course*  
HOC reel of string  
Control pictures

Stakes and canes

Set of 11 string course punches

Special maps (if available, may be produced by the Team running the string course on the day. Lester Hartmann and Brian Hughes may have copies of some courses used in the past.

*SI Team*

Will probably take their own equipment, but the Organiser should check this.

*Useful sundries*

Large hammer

Nails

String

Spare canes/stakes

Blank boards/paper/waterproof pens (to make extra signs if needed)

Polythene Map bags (to cover signs in rain)

Masking tape

Club banner

## Appendix 13 – Registration Systems

### **A Competitions using Manual punching-Organised registration**

The competitor should:

1. Select their course from the board provided by the Planner or signs on car windscreens.
2. If the master map system is being used pay the fee and collect a blank map, usually from a separate car.
3. Go to registration (normally in a car or cars) where they can select their start time and have this recorded by the entry official for the relevant course. If pre-marked maps are being used, collect the fee in exchange for a control card and control descriptions. One window deals with between one and three courses. Collect control card for their particular course. The registration team must ensure for timing and safety purposes that at least the competitor's name and start time are recorded on the card and the stub. Tell the competitor to complete the rest of the card. Collect control descriptions for the desired course.
4. The team leader will normally provide the registration team with prepared start lists with available start times.
5. Go to Map corrections (if any, they should be clearly signed) and then the Start.

### **B Competitions using Manual punching-Self registration**

The competitor should:

1. Select their course from the board provided by the Planner.
2. Purchase map, usually from a car
3. Go to registration (often in a tent equipped with tables) where they can select their start time. Record name, age class and club) on the start sheet against specific start time.
4. Collect control card and complete all the details. Collect control descriptions for the desired course.
5. Go to Map corrections and then the Start.

### **C Competitions using SI punching - Self registration. (normally used at District, Local and informal events.)**

1. The competitor chooses his course and start time and records his details, course and start time on sheets provided. (i.e. self-registration - usually in a tent.)
2. All competitors now proceed to a second station to buy a map (if the master map system is being used or to pay the fee in exchange for control descriptions.
3. Competitors needing to hire an e-card also 'buy' this here. (This keeps monies in one place, usually a car.)
4. All competitors now proceed to the third station, the S.I base, and their details are recorded through the process of 'dibbing' in an S.I. unit specially provided.

### **D Regional and higher events using SI punching.**

- a). **Competitors who have pre-entered and have their own S.I. card.**  
They need do nothing and may go straight to the start.
- b) **Competitors who have pre-entered and do not have their own S.I. card.**
  1. direct to SI hire point.
  2. direct to SI base to register electronically.
- c) **Late entries/entries on the day (if available)**
  - a. direct to enquiries point to see if there is still space on the required course and available maps
  - b. then direct to SI hire point if they have no card and in either case then to SI base to register electronically.

### **E Competitors doing colour coded courses at Regional events and above.**

If pre-printed maps are available at the start, the procedures in **C** above apply, though when they pay they will get control descriptions but not get a map.

If a master map system is being used, a system such as that described above in **C** may be used.

## Appendix 14 – Equipment Insurance – Risk management

### ORIENTEERING CLUB INSURANCE RISK MANAGEMENT PROCEDURES

NB – THIS INFORMATION TOGETHER WITH A SUMMARY OF THE COVER, MUST BE MADE AVAILABLE TO EVENT ORGANISERS WHO MUST READ AND ABIDE BY IT FOR THE PRESERVATION OF PREFERENTIAL COVER AND/OR TERMS FOR CLUB'S EQUIPMENT INSURANCE

- Use of own club equipment is automatically included
- Use of another club's equipment is automatically included if the club is insured by British Orienteering..
- For equipment hired for a National or Championship event, use a Form provided by the major Events Advisor (if this role still exists) to arrange cover for all hired or borrowed equipment, being sure to check the replacement value with the owner.
- Where there is a possibility of the extra sum insured for a single event exceeding £10, 000 allow at least a week to negotiate cover
- Do not use computers (portable or desktop) anywhere where there is exposure to dampness. Using a flimsy club tent for results when the weather forecast is anything but fair to good is asking for trouble
- Do not erect tents, particularly "marquees", if windy conditions are forecast, or plan for a sheltered location and additional guy ropes  
NB What is a "marquee"? This is taken for the purpose of this policy to be a large tent with a value in excess of £1, 000 comprising a frame and heavy duty canvass roof, and curtain walls.
- Marquees hired professionally should be insured with the owners. British Orienteering's underwriters do not want to encourage including marquees on this policy.
- Storage locations should be adequately secured. Garages require a manufacturer's lock for "up-and-over" doors or a substantial padlock and hasp bolted through the door.
- Do not use the storage location(s) where you keep bulky items for equipment that is susceptible to damp or of significant value. This would include maps, e-punching boxes and time clocks as well as the obvious things like computers
- Portable toilets must not be left in "exposed" places, i.e. NOT on open land, lay-by or public forest track. Preferably use a farmer's field that can be padlocked or a concealed location. Consider camping nearby overnight. These units are more attractive than you might think. If stolen they can be taken far away and profitably hired out to contractors and the like. In the event of security being marginal the units must be chained down and locked. Check security and the insurance position with the hirers before hiring. so check with the owners before committing to hire.
- Ensure that electrical/mechanical equipment left in an unoccupied vehicle is concealed from view if of any value and that the vehicle is fully locked.
- Breakdown whether electrical or mechanical and whether of computers or any other equipment is not (and never was) covered, and nor are gradually operating causes of damage such as damp, mildew or vermin.
- Cash, consequential loss and cancellation are not (and never were) covered.
- Unexplained loss is not covered (and never was) so ensure that all incidents involving theft are immediately reported to the police, however bizarre that may seem to them!

*It is HOC policy that the club's Insurance Policy is lodged with The Treasurer, who you should contact as required.*

#### **In case of loss or incident**

Get a crime reference number from the police for any report that you make. This will be required by the Insurance Company.

**Brian Hughes**

HOC Event Support Officer

UPDATE 21/09/2007