

# Planning and Organising Local Events

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## 1. Introduction

BL Local events are generally held on a Saturday morning and cater for both beginners and experienced orienteers. They are intended to be simple to organise with no unnecessary “frills”. The number of competitors at the local events in 2019 ranged from 40 to 100 with an average of around 70.

This document is intended to give guidelines for inexperienced planners/organisers, but every event has its own quirks, so don't feel obliged to follow them too closely. Common sense should prevail over the advice here!

To make it easier to keep this document up to date, all contact details and other information that may change regularly are in the appendix at the end. The document will, for example, refer to the Fixtures Secretary and the appendix will give the name for the current Fixtures Secretary.

## 2. In Advance - Planning

**Permission:** By the time you get involved permission will have been sorted out. If you have any questions contact the Fixtures Secretary. The Fixtures Secretary can also tell you about parking arrangements, though they are normally obvious.

**Map:** Contact the Mapping Officer to get the up-to-date version of the map. This will be supplied as an OCAD file. If when planning you find that updates are needed, then the Mapping Officer will be able to help with this.

**Courses:** Normally three courses are provided: Long, Short and Novice. Long and Short are intended for experienced orienteers and should be as technically difficult as the area allows. Novice is Yellow standard, but at the harder end of the range.

In the appendix are links to planning guidance for courses of the different technical standards.

**Course Lengths:** These depend on how much climb there is and how rough the terrain is but the normal range is:

- Long 4.5 - 5.5km. Winning time normally around 40 minutes (unless someone very speedy shows up)
- Short 2.5 - 3.5 km. Winning time normally around 35 minutes
- Novice: 2.0 – 2.5 km. Winning time normally around 20 - 25 minutes

**Start and Finish:** Before starting planning you need to decide where the start and finish are going to be. Ideally these will be close to registration but this is not always possible. Try to keep them at least 100m apart as it is less confusing for novices.

**Purple Pen Software:** Planning is normally done using Purple Pen software which is available as a free download (see appendix). It includes a help menu. If you are using it for the first time the “Quick Walkthrough” option is a good place to start.

**Control Codes:** By default, Purple Pen assigns control codes from 31 upwards. However, because of how the club's SI boxes are normally numbered you need to use codes 101 and above. Try to use consecutive numbers with no gaps (i.e. if, for example, you have 30 controls you use codes 101 to 130). There is a facility in Purple Pen to re-number controls if required. (Note that this does *not* mean that each individual course needs consecutive codes.)

**Checking Control Sites:** You need to visit all the control sites in advance to check that they are ok. You might want to mark them with a coloured tent peg (available from club equipment store) or similar to make it easier when putting out controls, but it's not essential. For urban events, decide what you are going to attach the control and SI box to. If possible, go round the Novice course to make sure that the line features that you expect competitors to follow are as easy to see on the ground as the map suggests.

**Control Descriptions:** You need to put control descriptions on the map (Purple Pen makes this easy), but loose descriptions are not required. Descriptions should be pictorial for Long and Short and text for the Novice course. The course closing time should be shown at the bottom; this is normally 90 minutes after the last start time.

**Map Printing:** This is done by the club's Map Printer. You should send the Purple Pen file and OCAD map file to him at least a week before the event to allow time for printing.

**More Advice and Information:** If you want more help with planning then the club has a lot of experienced planners who can act as mentors. The Fixtures Secretary or Fixtures Personnel Manager can help find someone if necessary. You might find it useful to look at previous events on the area using Routegadget (see appendix).

### 3. In Advance - Organisation

**Toilets:** Not required at this sort of event.

**Risk Assessment:** You will need to complete a Risk Assessment form. There is a link to a blank form in the appendix, and also an example of a filled in form. If you want a copy of the Risk Assessment for the previous event on the area contact the Fixtures Secretary.

The Risk Assessment needs to be signed off by a qualified Controller. There is a list of club Controllers in the appendix.

You should have a copy of the Risk Assessment available at the event.

**First Aid:** Qualified First Aid cover is a requirement and it is often possible to combine this with general assistance. There is a list of the club's qualified first aiders in the appendix.

**Helpers:** These events were originally intended to be run by one or two people. However, the increase in numbers attending means that it is a very good idea to recruit some helpers, for example to assist beginners. If you are having problems finding help, contact the Club Emailer who can put out a request in the club's regular news email.

**Publicity:** It is not necessary (unless you want to) to produce a details sheet for the event. All you need to do is to supply the following information to the club Website Manager a few weeks before the event:

- Location of parking including a Grid Reference (and Postcode if possible)
- Courses available and their lengths
- Registration and Start times - for a Saturday morning events starts are normally 11:00 to 12:00, with registration open from 10:30
- Cost – see appendix for normal prices. Sometimes it is higher than this if there is a high land use fee but if so, the Fixtures Secretary will let you know
- Any additional information you think is necessary or helpful (e.g. are there toilets? How far to the start/finish? Is there a café nearby?)

**Electronic Equipment:** The Electronic Equipment Officer will supply this. At least a week before the event you will need to tell him how many controls you are using and the range of control codes (see above in Planning section).

You will be supplied with:

- SI boxes for all controls (plus spares). These will be enabled for contactless punching
- Start box (and spare)
- Clear box (and spare)
- Check box (and spare). In addition to checking that SI cards have been cleared, this box also turns on the contactless mode for SIAC dibbers
- Finish box (and spare)
- Dibbers to hire out to those who don't have their own
- Mini printer kit (includes download station). **Important!** The download station must be cleared of data from any previous events before you start! A 'clear data' dibber is supplied for this purpose

**Non-Electronic Equipment:** Contact the Equipment Officer(s) to arrange a suitable time to collect this.

You will need some or all of the following:

- Control kites (including ones for the start and finish plus some spares)

- Control stakes (fibreglass poles with a holder on top for attaching SI box, and clips on the side for attaching kites). There are two different lengths - long stakes are generally better for the Novice course for greater visibility, short stakes are better for technically difficult courses
- For urban event, gripples (plus key) to attach kites and SI boxes securely to fences etc. Stakes are not generally needed for urban events
- Road and other signs as required plus hammer. A “Don’t forget to Download” sign for the finish is definitely a good idea.
- First Aid kit
- BL ‘feather’ (banner)
- Canes and red/white tape to mark the route to the start and/or back from the finish.
- Start and Finish banners (plus means to erect them unless you can use an existing fence/wall). Or you could just use signs on stakes if you prefer
- Aluminium stakes with SI box holders for Start, Finish, Clear and Check boxes (or you could use the fibre class ones)
- Map bags/boxes for holding the maps at the start. These need to be clearly labelled with the course name
- Organiser’s stationery box (tape and general items)
- Containers for money and car keys. (Some people will want to leave their keys at registration while out on their course)
- Any flyers of interest, BL event calendar, membership info etc.
- Club tent if you want to use it for registration, though the back of a car is fine

#### **Additional equipment to acquire or make:**

- Float (for entry fees change)
- Notices for registration and the means to attach them. You probably need to show prices, course lengths, other information competitors need as appropriate (e.g. don’t cross fences). You also need a notice about hire dibbers saying they are free to borrow but there is £30 to pay if lost. It’s also a good idea to display a blank map at registration
- Registration sheets (There is one in the appendix for printing)

## 4. The Day Before

**Putting out controls:** Depending on the area, you will might need to put out some of the controls the day before the event. (Unless you are happy with an extremely early start)! Controls at possible risk of vandalism should only be put out on the day.

Useful tips:

- Use Purple Pen to set up and print a “course” that includes all the controls, in the order you will put them out. This can help with control collection too.
- Thread the SI boxes on to a string in the correct order so that the right box is always to hand - this can save quite a lot of time.

**Note about contactless punching:** SI boxes only work in contactless mode once they have been “woken up” by a dibber inserted in the hole. For bigger events the standard thing to do is to visit all controls on the morning of the event to wake them up. However, this is not necessary for a local event; the only effect of not waking them up is that early starters with contactless cards will find they need to dib normally at some controls. If they tell you that the SI boxes aren’t working in contactless mode you know not to be concerned! In fact, if you do plan on waking the controls up before hand, please let the Electronic Equipment Officer know so the stations can be programmed to stay awake long enough.

## 5. On the Day

Give yourself plenty of time. Competitors often arrive early!

**Controls:** Put out any controls not already in place.

**Road signs:** Put out any road signs you have decided to use.

**Parking:** Parking is normally DIY, but there might be events where either parking officials or signs are needed.

## 5.1 Registration

Set up car/tent with appropriate notices and other equipment.

Maybe set up a sample control – it helps explain things to novices.

### Registration Procedure:

- Fill in registration sheet (Experienced orienteers can do this themselves. Novices may need help.)
- Collect money
- Give those without a dibber a hire one and make sure they know that it will cost £30 if they lose it
- (optional: Give out maps for Novice course competitors)

Be prepared to provide help to novices. It can be useful to have someone specifically to do this or queues can easily develop.

It is **important** that full details of non-club members are collected on the registration sheets for insurance purposes. People who aren't members of British Orienteering should give house name/number and postcode.

Keep a rough check on the numbers on each course in case there is a high turnout and a risk that maps might run out. If this happens be prepared to ask early finishers to return their maps for re-use. (They can be sent a new map later if they want.)

## 5.2 Start

Sign or tape the route to the start. Set up start banner (or sign). Put maps in bags/boxes. Set up clear, check and start SI boxes on metal stakes and make sure they are clearly labelled.

The normal arrangement is to have the clear and check boxes in front of the map boxes, and the start box beyond the map boxes. The start box should be at the centre of the triangle.

Note that It is not necessary to have a helper at the start - competitors can organise themselves.

## 5.2 Finish

Set up finish banner (or sign) and finish SI box on a metal stake. Put out a notice reminding competitors to download. If it's not obvious. mark the route back to the car park with red/white tape or signs.

## 5.3 Download

**Important!** Download station must be cleared of data from any previous events before you start! A 'clear data' dibber is supplied for this purpose.

Once competitors have downloaded (and their splits are printed) It is **essential** that their times are recorded on the registration sheets. At the end of the event, this is the only way to know that competitors have returned.

Make sure to collect hire dibbers.

As course closing time approaches, check whether there are any competitors still out. What you should do if there are missing competitors is very circumstance dependent, but some of the things to think about are:

- Are they really still out or have they forgotten to download? Check on the registration sheets to see whether they travelled alone and whether their car is still in the car park
- Make sure you are not the only person left waiting for them. If there really is a problem you will need help.
- Call Mountain Rescue sooner rather than later especially in winter. (Ring 999, and ask for the police and then mountain rescue)
- If anyone goes out to look for a missing person make sure you know where they are going and check that they come back

## 5.4 Results

No at-the-event results are needed. Competitors can ask to look at the times filled in on the registration sheets if they are particularly interested.

However, the club always tries to provide results and Routegadget on the website on the same day as the event. Your part in this is to get the download station and registration sheets to either the Website Manager or the Electronic Equipment Officer on the day. Contact them in advance to make arrangements. They also need the Purple Pen file and OCAD map file - these can be sent in advance of the event.

## 6. After the event:

Return all equipment to the stores and Electronic Equipment Officer.

Claim travel expenses in cash from the entry fees (see appendix for current rate). It's important to do this - the principle is that you give your time freely, but you should not be out of pocket.

Pass the balance to the Treasurer (either in cash or as a bank transfer- the Treasurer can supply the account details).

## Appendix

### Planning

Planning guidance for Long and Short courses:

[www.britishorienteering.org.uk/images/uploaded/downloads/planners\\_greenandblackcourses.pdf](http://www.britishorienteering.org.uk/images/uploaded/downloads/planners_greenandblackcourses.pdf)

Planning guidance for Novice course:

[www.britishorienteering.org.uk/images/uploaded/downloads/planners\\_yellowcourses.pdf](http://www.britishorienteering.org.uk/images/uploaded/downloads/planners_yellowcourses.pdf)

Purple Pen planning software is available to download free at: [www.purplepen.golde.org](http://www.purplepen.golde.org)

Border Liners Routegadget is found at [www.bl.routegadget.co.uk/rg2/](http://www.bl.routegadget.co.uk/rg2/)

### Organisation

**Risk Assessment forms:**

Blank form:

[www.britishorienteering.org.uk/images/uploaded/downloads/BOFevents\\_forms\\_riskassessment%202010.doc](http://www.britishorienteering.org.uk/images/uploaded/downloads/BOFevents_forms_riskassessment%202010.doc)

Example:

<http://www.bl-orienteeing.org.uk/resources/RiskAssessment-sample.doc>

**Registration Sheet:** There is a printable sheet at end of this document

**Entry Fees** (unless you are told otherwise):

Junior (M/W 20 and younger) - £2.00

Senior (M/W 21 and older) - £4.00

Children in groups with an accompanying adult will pay the junior price of £2 each (to include dibbers as required) whilst the adult will pay £1 for a map but will not be in the results.

**Mileage Rate** for claiming expenses – 25p per mile

**Club Contacts:**

(Where no email address is given, you will need to look in the membership list which is emailed to all club members in February or March each year. If you still can't find it contact the Membership Secretary using *membership@bl-orienteering.org.uk*)

Fixtures Secretary: Karen Parker

Fixture Personnel Manager: Paul Williams

Mapping Officer: Dan Parker ([mapping@bl-orienteering.org.uk](mailto:mapping@bl-orienteering.org.uk))

Map Printer: Dick Whitworth

Treasurer: Dick Whitworth

Equipment Officers (non-electronic): Raymond and Jenny Wren (Equipment is stored at their barn in Bothel)

Electronic Equipment Officer: Jeff Powell Davies ([computing@bl-orienteering.org.uk](mailto:computing@bl-orienteering.org.uk))

Website Manager: Anita Evans ([website@bl-orienteering.org.uk](mailto:website@bl-orienteering.org.uk))

Club Emailer: Karen Blackburn ([karen@bl-orienteering.org.uk](mailto:karen@bl-orienteering.org.uk))

**Club First Aiders (with qualification expiry date):**

Julie Ferris (date unknown)

Christine Kiddier (March 2022)

Anita Laird (November 2022)

Karen Parker (March 2022)

Alison Scott (July 2020)

Angela Whitworth (Jan 2023) (to be confirmed)

**Club Controllers who can sign off a Risk Assessment:**

Carol Edwards

Gerry Garvey

Christine Goulding

Chris Lates

Andy Lewsley

Richard Moss

Dan Parker

Karen Parker

Jeff Powell Davies

Robin Thomas

Keith Tonkin

Angela Whitworth

Raymond Wren

