**DEVON ORIENTEERING CLUB CHECK LIST for**



**COLOUR CODED EVENTS (DEVON LEAGUE,**

**GALLOPEN & CLUB CHAMPIONSHIPS),**

**SCORE EVENTS AND DEVON & CORNWALL**

**NIGHT LEAGUE EVENTS**

**1.00 JOBS TO BE DONE IN THE MONTHS BEFORE THE EVENT:**

1.01 Permissions obtained by Access Officer.

1.02 Access Officer to notify Planner of any Out - Of – Bounds areas, areas to be avoided etc.

1.03 Access Officer to notify Organiser if portable toilets are a requirement of the landowner.

1.04 Organiser may need to order portable toilets anyway.

1.05 Organiser may need to contact landowner / representative if directed by Access Officer.

1.06 Planner to obtain the latest OCAD file of the mapped area from the Mapping Officer if the Planner intends to plan the event with OCAD 9 CS (Course Setting) or purple Pen. The Mapping Officer can also supply the Planner with a CD of OCAD 9 CS if necessary. Or: Planner to obtain some blank paper maps from the Mapping Officer, if not using OCAD 9 CS.

1.07 Planner to visit site and roughly plan courses.

1.08 Planner to notify Mapping Group of any updating of the map which is required.

1.09 Mapping Group to notify Master Map Holder (originator of the map) of areas which require updating.

1.10 Updating of the map carried out by Master Map Holder or somebody else delegated by him.

1.11 Mapping Group passes the revised blank map OCAD file to the Planner.

1.12 The printing of the maps will be arranged by the Mapping Officer. The Mapping Officer will print loose Course Descriptions either in text or pictorial.

1.13 The Planner should liaise with and send the final map files to the Mapping Officer, by e-mail preferably, **at least** two weeks before the event. It is sometimes possible to print the maps if ready only one week before the event but this leaves little margin for things going wrong.

1.14 If the size of the event justifies, Prepare an A5, or smaller, size Flyer advertising the event (for handing out at prior events).

1.15 Agree details of Flyer with Planner ie courses available.

1.16 Mass produce Flyer say 100 per prior event. Also email to Website Manager to go on website.

1.17 Arrange distribution of Flyers.

1.18 On large events visit Site preferably with the Planner.

1.19 Agree location of CAR PARK, START, FINISH, REGISTRATION, STRING COURSE ETC.

1.20 Locate nearest public telephone or check mobile phone signal strength if using a mobile.

1.21 Advise String Course Organiser of location of String Course.

1.22 Form a team of helpers to work on the day of the event. A SportIdent ‘expert’ for your event will be designated by the SportIdent Equipment Manager and also ensure SI team members are present. You will need at least : 1 nr Parking Marshall who can also hand out Registration Forms to arriving cars. 2 nr Start Officials - One early. One late. 2 nr Finish Officials – although may not be needed, depending on location of the Finish. 2 nr First Aiders, from the club membership, – one early, one late, 2 Registration Officials – one early, one late. More helpers may be required for a Gallopen, less for a night event.

1.23 Fill in a blank BOF Risk Assessment Form or check an existing Risk Assessment Form supplied, for the area being used for this event. Take action on any issues raised by carrying out the Risk Assessment. Pass the Risk Assessment to Controller for comments and signing off.

**2.00 JOBS TO BE DONE ABOUT A WEEK BEFORE THE EVENT:**

 2.01 Collect, or arrange to accept delivery of, the Sport Ident equipment including the Coleman tent, aluminium stakes, kites, control boxes, map crates. Either from the previous event or The SportIdent Equipment Manager.

2.02 Aluminium stakes, control kites and SI control boxes to Planner.

2.03 SI team to ensure that the laptop, power inverter, printer, download box, dibber registration box, backup printer and download station, dibbers for hire, etc are brought by the SI team.

2.04 Read the SportIdent Tutorial if needed– downloadable from the club’s website.

2.05 Obtain String Course equipment from East or West DICE Kit if a string course is to be available.

2.06 Pass String Course equipment to String Course Organiser.

2.07 Agree maps are to be printed. The Mapping Officer will advise how many to print of each course based on historical data from previous events.

2.08 From East or West DICE Kit obtain First Aid box and First Aid / Rescue Rucksac.

2.09 From East or West DICE Kit obtain Road Direction & ‘Beware Runners’ signs, if needed.

2.10 From East or West DICE Kit, obtain START, FINISH and REGISTRATION Signs.

2.11 From East or West DICE Kit, obtain red and white plastic tape for routes to and from the START and FINISH. Also needed to make a ‘Start’ Box and possibly a Finish Funnel.

2.12 From East or West DICE Kit, obtain black and yellow plastic tape if the Planner or the Controller requires this.

2.13 From East or West DICE Kit obtain canes for a Finish Funnel or for mounting notices if needed.

2.14 From East or West DICE Kit obtain Start Clock (with LED Display) and tripod, if required.

2.15 Obtain further tent, if required, from East DICE Kit.

2.16 From East or West DICE Kit obtain water container and plastic cups.

**3.00 JOBS TO BE DONE DURING THE WEEK BEFORE THE EVENT**

3.01 Obtain float for Entry Fees. Check prices to be used.– Senior/ Junior etc.

3.02 Print sufficient Registration Forms for the type of event. Mapping officer usually will do so

3.03 Mapping Officer to prepare a ‘List of Courses Available’ Notice and any other notices eg No Whistle – No go

3.04 Obtain the maps and loose Course Descriptions.

3.05 Check with portable toilet supplier that all is OK. .

3.06 Check availabilty of previously formed team of helpers - find substitutes if necessary.

3.07 Collect keys if gates are required to be opened for the event.

3.08 Draw up a list of all the things you need to take in your car to the event

**4.00 JOBS TO BE DONE ON THE DAY BEFORE THE EVENT**

4.01 Planner, possibly assisted by the Organiser or others, to put out most of the controls (more difficult and well hidden sites).

4.02 Organiser to possibly visit site to receive hired portable toilets, . Make sure you take to the event ie put it in your car now!: BOF Incident Form. Missing Person procedure. A set of all the course maps to assist in planning searches for a missing person.

**5.00 JOBS TO BE DONE ON THE DAY OF THE EVENT**

5.01 Put out Direction Signs to the event.

5.02 Planner to put out remainder of the controls including Start Kite.

5.03 Build Start Box, Put out maps in collapsible map crates.

5.04 Erect Call-up Clock and Bleeper, if needed, set running, synchronised with Radio Controlled Clock.

5.05 Erect Tent for Registration / SportIdent.

5.06 Erect Finish Funnel and / or tapes from last control, if required.

5.07 Erect other tents if needed.

5.08 Put up notices.

5.09 Check Car Park Marshals are in position, if required , with supply of Registration Forms.

5.10 Check that Registration / SI Team is in position and knows what to do.

 Ensure Risk assessment is available to view.

5.11 Check that Start Official / Team is in position and knows what to do.

 5.12 Check with Controller that all controls have been put out correctly.

5.13 Check that early shift workers are relieved so that they can have a run.

5.14 When Registration closes hide takings away, somewhere in a car.

5.15 Brief Control Collection Team with planner. When all competitors are accounted for or courses closed, collect controls.

First aider to ensure that accident report book has been completed if any significant incident

5.16 Ask Controller and Planner to write comments for the Results.

5.17 Dismantle everything and organise the return of equipment / pass on to next event organiser.

5.18 Clear site of litter.

5.19 Collect Road Direction Signs.

**6.00 JOBS TO BE DONE AFTER THE EVENT**

6.01 The SI Team will send results to Website Manager to put on website, preferably during the evening of the day of the event.

6.02 Return unused blank maps to Mapping Co-ordinator. Bags can be recycled.

6.03 Organiser’s, Planner’s and Controller’s Comments and send to Website Manager.

6.04 Take away with you a final results printout or get off website and the registration forms unless membership secretary has already taken.

6.05 Count the takings, prepare the accounts and send balance, after payment of expenses, to the Treasurer (by cheque or online payment).

6.06 Make a list of the names of all the Event Officials and helpers who did not have a run and who did not appear in the Results List and forward it to the Treasurer. (for insurance purposes)

 6.07 Send the Registration Forms to the Membership Secretary if not already taken