



***Organiser's Pack (Updated
February 2022)
(Originally produced by Alan
Simpson and Steve Perrelle)***

This pack contains a number of pages which can be modified and printed for a particular event. The entry fees are current at February 2022. There is also has a simplified step by step guide for the organiser which may be of use for most Devon events. There is quite a lot here **but only use what you wish to. It's only a guide.** There is more on the Devon website under resources.

You will have completed the Risk Assessment Form prior to the event, and you may wish to draw attention to any particular hazards at the registration or start. An example is given.

The sample flier, the Bubbles Poster, is great if your colour printer can stand it. Or you can choose more detail and less colour especially if the venue needs more details of how to get there.

As of 2022, DEVON uses pre-entry alongside limited entry-on-day; ideally most entrants will use pre-entry, which spreads most of the admin over the event lead-up and makes the day itself easier.

If you have one, the parking marshall also gives out registration forms, which is a great help in reducing congestion at the Registration tent. He/she can also give initial advice to newcomers, directing them to anybody wearing jackets saying "Can I help you?"

If things are complicated, you can copy the instructions, and get the parking marshall to give them out as well.

Note that the Timing team can do a number of printouts on the splits printer during the event, showing interim results, which you can display. Make sure you have some **all control** maps for control collection.

The Registration Form has been designed in conjunction with the Event Account Proforma. We pay a levy to BOF depending on the number of competitors. Roger Green normally provides an A3 laminated version of the list of courses available and also a list of how many maps he has printed.

At the end of the day the Timing team will hopefully have checked that all runners have returned, and should give you a complete printout. They should take away the registration forms but if not get them to the membership secretary. They can later confirm numbers of seniors, juniors, and hired dibbers.

Use the Event Account Proforma spreadsheet to calculate the takings for the day. This will have been sent to you by the treasurer shortly before the event. Please send the Event Account Proforma to the Club Treasurer either with a cheque or after paying by bank transfer.

Most importantly, make sure that you, the planner and controller all know what is happening and keep in touch. Organising an event is very much a team effort. Your controller should have a good amount of experience and as a result can clear up most points

Organisers simplified step by Step Guide :

- 1) Liaise with the planner and controller early so you know where the event is based and can plan accordingly.
- 2) Understand the layout and what is needed to run the event and how many helpers you are going to need.
- 3) If necessary book a toilet. Aim to book this at least a month in advance. We have an account ('Devon Orienteering Club') with Andy Loos 01872 519408 Email: Newquay@andyloos.co.uk. We are currently charged £60 including delivery / collection & VAT. (NB This has increased post pandemic.) No need to pay them as they will send the invoice to the Treasurer. They have requested that we send them a map ("streetmap" perhaps) and written instructions as to where precisely it should be placed. Send it by email once the basic booking is confirmed. They do not use map references! If Andyloos do not have a toilet available you will have to find an alternative supplier at the best price you can!
- 4) Set up pre-entry using Racesignup. Detailed guidance is [on the club website](#). Monitor the pre-entries over time and ensure that the Mapping Officer is aware of the likely number of entries per course.
- 5) For 'Local' events: agree with the Planner whether contactless (SIAC) punching should be supported. This requires all controls to be activated no more than 12 hours before their first competitive punch. Include a note in any event publicity:
"All controls will be activated for contactless (SIAC) punching" OR...
*"Controls will **not** be activated before the event – contactless (SIAC) punching is **not** guaranteed"*
Note that **all** DEVON 'Regional' events (e.g. SW League) **must** support contactless punching.
- 6) Get full details, including a link to pre-entry, onto the website via Bryan Smith or Eleanor Taylor well before the event after consulting with the planner.
- 7) Liaise with planner and complete a risk assessment. There are many on the web site under the resources tab which can point you in the right direction but do give it some thought. Things do change. Check with planner whether there is a mobile signal. He / she should know having been out there.
- 8) Pull together a team of helpers. Ask people you know –but also use the Club membership list to seek out other volunteers -and allocate out jobs in two shifts so all can have a run.
- 9) Liaise with and arrange to collect the equipment, maps and other paperwork from Roger Green in the week before. Don't forget a float of £1 coins.
(The Planner collects the stakes, Si stations, flags etc from Martin Yeo, and the Timing Lead collects the download kit and hire Si-cards from Martin).
- 10) On the day ;
 - i) Get the direction signs to the event out if needed
 - ii) Put up the start, finish and Devon flags plus any caution runner signs
 - iii) Peg out a start box, erect clock and have map boxes ready for the start
 - iv) Put up tent for registration and sign it so all know where it is.
 - v) Put up any other tent or tea shelter if being used
 - vi) Put up notices and tape as necessary to start and from finish
 - vii) Check that car park marshall is in position with supply of registration forms etc to hand out
 - viii) Check that registration is manned and know what to do.
 - ix) Check start team is in place

- x) Check that early shifts are relieved so all can run
- xi) When registration is closed take monies and hide away in your car (money –not you!)
- xii) When courses close in conjunction with planner arrange collection of controls
- xiii) Collect in all the gear (and the road signs !), thank all and sundry, and head home

11) Get the gear back to the store, pay the officials expenses and pay the balance into DOC by cheque or bank transfer. Send account to treasurer together with names of officials / helpers who did not run

12) Any comments or thanks to be put on website.



EASTERN EQUIPMENT KIT

c/o Roger Green 406 Pinhoe Road, Exeter, Devon EX4 8EH

Tel: 01392 278512 or 07969 740 928 Roger-green@blueyonder.co.uk

Possible Equipment required by an Organiser as a guide .

In addition to any of the equipment listed below, the following will be supplied for most events:

- An A3 laminated 'Courses available' sign
- An A4 'maps available/sold table
- The course maps for the event
- The loose control descriptions for the event.

10 Road signs

- 6 'Caution Runners', A3 laminated, signs on boards on wooden posts
- 1 'Go to Download', A3 laminated, sign on a board on a wooden post
- 1 'Exit ^'. A3 laminated, sign on a board on a wooden post
- 1 '< Start', A3 laminated, sign on a board on a wooden post
- 9 Blank signs on boards on wooden posts to take A3 laminated notices as required for individual events.
- 1 DEVON Sail Banner plus metal mounting stake
- 1 START Sail Banner plus metal mounting stake
- 1 FINISH Sail Banner plus metal mounting stake
- 1 Khyam grey shelter tent
- 1 5 ft x 2 ft Gopak Tables (belongs to R & J Green)
- 2 4 ft x 2 ft Gopak Tables
- 1 4 ft x 2 ft aluminium folding table with adjustable legs
- 3 Folding Chairs (belong to R & J Green)
- 1 Board for car keys
- 1 Registration Sign, red
- 1 START sign, red
- 1 FINISH sign, red
- 4 Large red & white road direction signs. Numerous other smaller signs.
- 1 First Aid Rucksack 1 First Aid Box
- 2 "Ask me for Help" yellow jackets
- 2 Hi Vis vests for marshalls
- START Equipment 9 Collapsible crates for A3 maps, 6 Plastic trays for A4 maps. 12 Tiles for weighing down maps in crates or trays. 12 Bulldog clips for attaching Map box labels to Map boxes/trays Rolls of red& white tape for making Start Grids as required ans yellow tent pegs
- 1 LED Clock (Nr 2) and stand,
- 20 approx canes with red and white tapes
- Smiley faces on boards on short wooden posts available from Martin Yeo if planner wants them
- 1 String Kit for string course – "Olympic Sports" 2 Reels of string. Plus lots of odds and ends.

2 'Smiley Faces' on boards on short wooden posts.

20 Canes some with red and white streamers

pens for form completion a bucket for used dibbers

Make sure you have a copy of the Devon emergency procedures guide from the web site and some accident report forms. When preparing the risk assessment you will see the need to have details of how to get to the nearest hospital inc maps



DEVON LEAGUE EVENT
at
Smallhanger Waste
on
Sunday 5th March, 2006

Orienteering

Grid Reference **SX 562591**, PTO map
Field entry off the B3417, north of Plympton

Just turn up between 10.00 and 12.00

7 courses to choose from, 2-9 km
Help available for Newcomers

Cost: Seniors £8, Juniors (under 21) £3

Organiser: Alan Simpson – 01752 311367

Planner:

Controller:

Other events visit www.devonorienteering.co.uk





SMALLHANGER WASTE

Today's event:-

Uses SI, has a punching start, no pre-assigned times – go when you are ready – and maps are over-printed and pre-bagged.

Controls will **not** be activated before the event – contactless (SIAC) punching is **not** guaranteed.

Please select your course from the colours Yellow to Brown

1. Complete one Registration Form for each competitor or group.
2. Go to Registration, collect a course description sheet and dibber if required.

Entry fees Seniors		£10
Juniors	£3	
2 nd runs	£1	
Dibber Hire	All competitors	£1

3. Go to the computer with your dibber and registration form, to make your entry in the computer system (before you run).
4. At the start, punch in the control boxes in the order **Clear, Check, Start**

At the end of your run, be sure to

- and**
- a) **Download your times,**
 - b) **Return hired dibbers.**

Planner's Notes

Considerable variety of terrain. Mostly moorland including the very detailed tin mining strip "Wheal Florence". Some woodland. Generally fast running, but with some gorse patches.

DEVON LEAGUE EVENT 5**SMALLHANGER WASTE****5th MARCH 2006****Controller**
Steve Rose**Planner**
Mike Cullen**Organiser**
Alan Simpson**Registration**
1000 – 1230**Starts**
1030 – 1300**Course Closure**
1500

Parking Marshal	0945 – 1200 1200 - 1230	Richard Windemer (late run) Alison Reynolds	Hand out information sheet/registration form Direct the parking in the field
Start 150m across the road	1000 – 1200 1200 – 1300	Nigel Worsley (late run) Andy Reynolds (early run)	Please set up start line/grid before 1030: 6 courses, yellow to brown Ensure all competitors dib in the clear box on a stake, and then in check box which you should hold in your hand. Allow at least 2 minutes before next person on same course White competitors get map at registration Have a few spare yellow maps at start
Finish and Road Crossing	1045 – 1215 1215 – 1500	Tracy Windemer (late run) Kevin Hagley (early run)	Ensure that all finishers dib in finish box Escort children across the road Taped route, 350m back to assembly field
First Aid	1030 - 1230 1230 -1500	(Pete Whitfield?) (late run) Sue Painter (early run)	
Registration & Timing Lew Bean in overall charge			
Registration	0930 – 1200 1200 – 1500	Mike Hosford Tom Lillicrap	D Dibber hire (& sale) See plan of tent R Check registration form R Collect fees Look after car keys
Timing	0900 – 1130 1130 – 1500	Eleanor Taylor (Lead) Martin Yeo Spencer Modica	Add registrations to timing software Download finishers' dibbers Display results Safety check
Ask me for Help	1000 – 1200 1200 - 1400	Dave Livsey	Welcome Newcomers. Explain pictorial symbols. Walk the first couple of controls.
Control Collection IC Planner	1500 – 1600	Recruit on the day? Recruit on the day? Recruit on the day?	Course closure is 1500. If all runners have returned before this time, controls can be collected earlier.

MATERIAL SUPPLIED

Parking	Orange bib, Club banner Two yellow bibs "Ask me for Help"
Registration	All download kit + dibbers for hire/sale provided by Timing Lead Spare Registration forms; £60 float; Boxes for monies & description sheets Box for completed registration forms; Bucket for returned dibbers Instruction/information sheets; notices (download, dibber hire/sale); registration sign; Course information. Rack for car keys
Start	Start banner; maps, crates for 6 courses; course names on crates; check box; tape, pegs for start line. (Course names for grid if required).
Finish	Finish banner

The entry form below is printed by the Timing lead. Bring a few spares !!

DEVON Orienteering Club Entry Form and Dibber Hire

PLEASE COMPLETE ALL BOXES

British Orienteering number		SI card number		Course	
Course Fee (Senior/Junior) + dibber hire £1				Total	£
Competitor details			SI card tracking details		
First Name, Surname			Vehicle registration		
			Email address		
Club abbreviation			Own Telephone number		
Age class			Address		
Name & contact Tel Number of Next of kin			Do you have a medical condition the 1 st Aid team should know about? If so, please describe:		
<p>You can join BOF and DEVON at http://www.britishorienteering.org.uk/page/join_online. Data collected here will be used by DEVON for processing your entry, publishing results and to trace missing runners and missing SI cards. If you lose a hired SI card, you will be charged the replacement cost of £30.</p>					

DEVON Orienteering Club Entry Form and Dibber Hire

PLEASE COMPLETE ALL BOXES

British Orienteering number		SI card number		Course	
Course Fee (Senior/Junior) + dibber hire £1				Total	£
Competitor details			SI card tracking details		
First Name, Surname			Vehicle registration		
			Email address		
Club/ School abbreviation			Own Telephone number		
Age class			Address		
Name & contact Tel Number of Next of kin			Do you have a medical condition the 1 st Aid team should know about? If so, please describe:		
<p>You can join BOF and DEVON at http://www.britishorienteering.org.uk/page/join_online. Data collected here will be used by DEVON for processing your entry, publishing results and to trace missing runners and missing SI cards. If you lose a hired SI card, you will be charged the replacement cost of £30.</p>					

Safety Considerations (Plym Forest)

There are steep cliffs and cuttings on this side of the river. Watch out for the “uncrossable crag” symbol on the map.

All courses use a path alongside the river, and the river will be in spate.

Senior courses use a minor road for a short distance. Watch out for traffic.

Cyclists and horse riders will also be using the forest. Please give them due consideration.

Even (particularly) if you do not complete your course, you must report to download after your run.

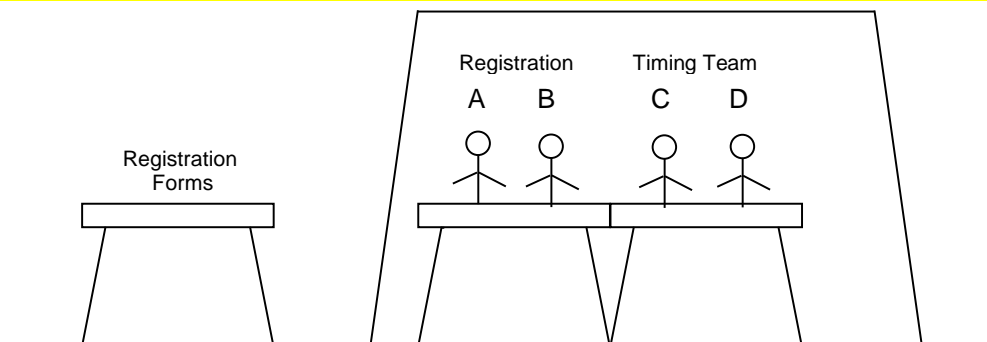
REGISTRATION INSTRUCTIONS

*If faced with an obvious beginner, particularly somebody arriving five minutes before closing & wanting to run Brown, please offer some helpful advice. **Other beginners should be directed to the “Can I Help” person, so that the beginner will know what to do.***

1. Check that all information has been entered on the registration form.
2. Collect entry fee (senior £10; junior £3),
3. Issue dibber if required and collect hire fee £1.
4. Suggest a second map for any pairs, charge £1 extra. Make a note for accounting purposes on a separate sheet.
5. Issue control description sheet.
6. Update the record of numbers of map used, if requested. (But this can be obtained from the Start List on the computer).
7. Issue yellow and white maps to competitors on those courses.
8. There may be no maps left for a late entry; try a different course or wait until a finisher can be asked to return his map.
9. Charge £1 for a second run, all ages. The same dibber can be used.
10. Competitor takes the form plus dibber to the computer bay.

Registration Tent

Two tables are used inside the tent. A third table is placed outside the tent, weather permitting, to avoid congestion in the tent whilst completing registration forms. Competitors move from left to right, registration to computer team.





ACCIDENT REPORT FORM

Club: Event/Activity:

Location: ER No.:

Date: Approx. Time of Incident:

PERSONAL INJURY

Nature of Injury:

Treatment Given:

Name of Injured Person(s):

Membership No: Age Class:

Address:

.....

Tel No: Occupation:

Circumstances / Further Information:

.....

.....

PROPERTY DAMAGE

Details of Damage:

.....

Name of Owner (if known):

Address:

.....

Tel No: Membership No.:

Circumstances / Further Information:

.....

.....

WITNESSES or PEOPLE REPORTING INJURY or DAMAGE

Name:

Address:

..... Tel. No:

Name:

Address:

..... Tel. No:

continued over:

Has the incident been reported to the police?

Details of Officer/Station:

Was the injured person taken to hospital?

Hospital Name and Location:

Please outline any implied or actual threat of legal action:.....

.....

Who in your view is responsible for the incident?

Any Additional Information/Comment/Opinion (in confidence)

.....

.....

To be completed by a British Orienteering member:

The above information is correct and complete, to the best of my knowledge.

Name:

Address:

.....

Phone: e-mail:

Club: Membership No.:

Signed: Date:

Please note:

The British Orienteering insurance policy provides public liability cover. It protects all British Orienteering members, individuals and clubs, in the event of a claim arising in connection with any British Orienteering-registered event or other British Orienteering recognised activity. It does not provide accident, medical or property insurance (storm damage, fire, theft, loss, etc.), except in circumstances where these give rise to a claim for negligence or other liability.

However recent legal requirements mean that:

- 1) All injuries, accidents or incidents which could give rise to a claim must be reported to the British Orienteering office **within one week**. Any injury which, in a place of employment, would be recorded in an Accident Book, should be reported to British Orienteering using this form or in some other written form.
- 2) Any British Orienteering member or club who receives notice of a claim **must forward it to British Orienteering office within one week of receipt**.

Failure to observe these requirements could invalidate the cover.