



Organiser's Pack January 2024

This pack contains a guide for event organisers and checklists which can be modified and printed to help remember all the necessary tasks to put on a successful event. These checklists are meant as a guide and are not definitive as each event is different. Please let Helen Taylor helenmctaylor@gmail.com know if you have any suggestions for improvement of this resource. Please do not hesitate to contact Helen, or any other club member if you require assistance or support in your role as organiser.

Booking a toilet (1.06)

Portable toilets should be booked at least a month in advance. Delivery should be as close to the date as possible and pick up is usually the Monday after. You can decide which company you use if there is a local one that offers the service you are looking for.

Currently we have found Brandon Hire give us the most competitive price and are able to deliver all over Devon. Alex Beard at the Torquay branch is our contact. Delivery from another branch will be arranged if that is more convenient.

01803 322505 torquay@brandonhirestation.com

Brandon Hire prefer a **what3words** reference for delivery.

Other suppliers such as EHS based in Woodbury, near Exeter, can offer a cheaper alternative at £50 a day plus delivery. This makes them good value within a 20-mile radius of Exeter, however more expensive with distance (e.g., transport to Princetown £75 each way).

Racesignup (1.07)

Since 2022 the club has used a pre-entry system through Racesignup. Guidance on setting up the event on racesignup is available on the club website [RaceSignUp Guide | Devon Orienteering](#). You should aim to have the racesignup page active as soon as the previous event has happened. Include a link from the flyer on the club website to racesignup. RSU steps (e.g., entry closure, printing entrant details) appear throughout the event timeline described in the tables below.

Risk Assessment (1.08)

The Access Officer will usually have sent a preliminary RA to the landowner, and a copy of this will be passed to the organiser, and the organiser should develop this a full working copy for the event, so it is specific for the event and can be approved and signed by the Controller.

Contact the club secretary for a previous copy of the risk assessment for an event in the same area if needed. You can then adapt this for the event you are organising rather than starting from scratch. A blank Risk Assessment pro forma is available under resources on the website. Include on the risk assessment possible entry points for emergency service vehicles and attach a map showing the route to the nearest A&E department.

Website (1.13)

Send event information to website manager as early as possible (even if some details are not finalised), and continually liaise with Website Content Manager to ensure up to date.

Complaints and protests (4.09)

Most Devon events are either Level D local, or Level C regional. Organisers should be aware of BOF rule16 and Appendix A items 4 & 5. At Level C the organiser may need to make a ruling on a complaint and may call on other officials or experienced club members to assist with this. If that ruling is not accepted the competitor has the right to raise this to a protest, in which case the organiser must form a jury of 3 licensed controllers to resolve the matter. By checking the entry list against the list of licensed SWOA Controllers the organiser can be aware of likely jury members if needed. This only occurs rarely

but can happen. Consult Fixtures Sec if further information is needed. A copy of BOF Rules of Orienteering is in the Event Folder or at <https://www.britishorienteering.org.uk/rules>
SWOA list of licensed controllers: <https://sworienteeringassociation.co.uk/wp-content/uploads/2023/07/Controllers-list-1st-August-2023.pdf>

Emergency procedure

You must familiarise yourself with the Missing Competitor Procedure and First Aid procedures on the resources page of the club website. Copies of these are also contained in the Event Folder. The organiser should also consider emergency service access points on to the area, should there be a need to call emergency services.

Event folder

Ensure you pick up the event folder with the kit.

The folder contains:

1. **Entry on the Day forms**
2. **Missing Competitor Procedure**
3. **First Aid Procedures**
4. **Accident Report Form**
5. **BOF – Rules of Orienteering**
6. **Current event fees**

Club contacts

Mapping Coordinator and equipment store: Roger Green Roger-green@blueyonder.co.uk

Access Office: Bryan Smith bryan.smith123@btinternet.com

Membership Secretary: Dawn Williams dwilliamson55@hotmail.com

Treasurer: Nicholas Maxwell nmaxwell.binnlodge@btopenworld.com

Website: Andy Reynolds andyreynolds66@aol.com /Eleanor Taylor wandl@live.com

Social coordinator, Tea Table and refreshments: Beth Woodley bethandky@gmail.com

Volunteer Coordinator: Helen Taylor helenmctaylor@gmail.com

Newsletter: Beth Woodley bethandky@gmail.com

Fixtures Secretary: Phil Beale philbeale102@gmail.com

Facebook and RaceSignUp contact: Alison Reynolds yersa@aol.com

The links below are for resources available on the organisers resource page of the club website that you may find useful:

[South West League History](#)

[Event Map Printing History](#)

[O Flyer Detail](#)

[O Poster Give It A Try Families](#)

[O Poster Give It A Try Runners](#)

[Organiser Equipment Inventory](#)

[Missing Competitor Procedure](#)

[First Aid Procedures 2023](#)

[Event Accounts Form 2023](#)

The checklists have been set out in the following order:

- 1.00 Things to be done in the months before the event.
- 2.00 Things to be done 2 weeks before the event .
- 3.00 Things to be done 1 week before the event.
- 4.00 Things to be done during the week before the event.
- 5.00 Things to be done the day before the event.
- 6.00 Things to be done on the day of the event.
- 7.00 Things to be done after the event.

1.00 Things to be done in the months before the event.

	Task	Notes	Date / achieved
1.01	Liaise with Access Officer to ensure permissions are in place		
1.02	Liaise with Access Officer and Planner regarding out of bounds area, parking and any other issues with the area		
1.03	Liaise with Planner the location of car park, Start, Finish, Registration, String Course etc.		
1.04	Liaise with landowner or representative if directed by Access Officer		
1.05	Liaise with Access Officer regarding toilets and any agreement with landowners re toilets		
1.06	Organise portable toilet/toilets as necessary. (There is a requirement for at least one toilet for regional events)		
1.07	Set up Racesignup with pre-entry fees as in attached table. Entry closing time (the 'Entry Settings' menu): 23:59 on Sunday before event – allows for maps to be ordered.		
1.08	Complete BOF Risk Assessment form (see notes at the start of the organisers pack). This involves developing the draft sent by the Access Officer with the land application, so it becomes a full working copy specific to the event and conditions that be experienced on the day of the event.		
1.09	Forward completed Risk Assessment to controller to be signed off		
1.10	Ensure that completed and signed RA form is ready to take on the day and a copy is sent to landowner if required		
1.11	Agree event details with Planner to include: <ul style="list-style-type: none"> • Courses available • SiAC enabled, liaise with the planner? • Course closing time (usually 14.30 but may occasionally need to vary 		

	<p>depending on the area, start time and time of sunset)</p> <p>SiAC: Start/Finish are set to be punching only Course controls are SiAC for 12hrs after 1st punch, so you can either:</p> <ul style="list-style-type: none"> • Pre-punch everything, offering a SiAC event • OR warn early competitors that they will need to punch 		
1.12	<p>Prepare flyer, if desired, using the template provided for website. See O Flyer Detail.</p> <p>Send flyer to Website Manager</p>		
1.13	<p>Send event information to Website Manager (using the template or other format). See template below or club website</p>		
1.14	<p>Liaise with Facebook contact about a post for the event</p>		
1.15	<p>Produce posters to advertise the event locally. Proforma on the website.</p>		
1.16	<p>Distribute flyers to local community and at other orienteering events</p>		
1.17	<p>Organise a team of volunteers. The Fixtures Secretary will usually identify the Timing lead for the event and can provide a list of those qualified to assist the Timing Lead so all can run if they wish. The membership secretary can provide a list of club members.</p>		
1.18	<p>About a month before the event contact the newsletter editor to ask them to include details in the newsletter and an appeal for volunteers</p>		

2.00 Things to be done about 2 weeks before the event.

	Task	Notes	Date/Achieved
2.01	Planner's kit and Timing kit: stored by club Timing Lead, collected by Planner and Timing Lead, liaise to ensure this has been arranged.		
2.02	Arrange collection of general kit and tents - see equipment checklist		
2.03	Liaise with Social Coordinator if the area is suitable for a Tea Table for flasks and refreshments		
2.04	Check that Mapping Coordinator has prepared a list of courses available		
2.05	Check that the Mapping Coordinator has prepared a list with the number of maps available for each course for registration team to check off for entries on the day.		
2.06	Arrange for any event specific signs or notices to be printed or laminated, either A3 or A4, and put on boards or posts, through the Mapping Coordinator.		

3.00 Things to be done one week before the event.

3.01	After Racesignup entry closure: liaise with the Mapping Coordinator on quantity of pre-printed maps to order – allow for the number pre-entered plus EOD; also, late pre-entries. It's okay to have a small number of surplus maps.		
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4.00 Things to be done during the week before the event.

	Task	Notes	Date/Achieved
4.01	Consider extending Racesignup entry closure time (the 'Entry Settings' menu) for late entries. Be sure to limit numbers ('Courses' > 'Entry Limit') to ensure some maps are left for EOD. Final closure time should be decided with the Timing Lead – they need time for event setup. Increase fees ('Fees' menu) by £1 to encourage earlier entry next time (see attached table). Record the numbers you have before extending – aids future Organisers.		
4.02	Organise a float for entry fees (suggest at least £30 in pound coins)		
4.03	Collect maps, control descriptions and list of courses and map lists from Mapping Officer		
4.04	Check with toilet supplier the location of toilet and arrange to be at the site if necessary		
4.05	Send job list to helpers		
4.06	Prepare notices for extra information as required		
4.07	Check instructions for registration team to ensure they are relevant to the event.		
4.08	Check weather forecast and organise adjustments such as water stations for hot weather or notices about cagoules being mandatory if weather is poor		
4.09	If it is a level C event or above identify 3 licensed controllers who can form a jury to resolve a protest if raised. (See notes at beginning of organisers pack)		

5.00 Day before event

	Task	Notes	Date/Achieved
5.01	Check weather conditions to ensure the event can go ahead. If there is any doubt consult with the Planner, Controller and Landowner		
5.02	Prepare extra notices about weather conditions		
5.03	Ask website manager to update website if conditions have changed		
5.04	Print all entrant details from Racesignup (5.3 in the DEVON Racesignup guide, recommend the 'Data Exports' top menu). Important for medical and emergency info.		
5.05	Take the Racesignup password with you to the event – can enable EOD (signal allowing) if someone forgets cash		
5.06	Pack the car		

6.00 Things to be done on day of event (allocate tasks to Team Leaders/helpers in advance)

	Task	Notes/person doing task	Achieved
6.01	Put out road signs		
6.02	Build start box(es)		
6.03	Put out maps		
6.04	Set-up call-up clock		
6.05	Erect tent for Registration and Timing team		
6.05a	Ensure helpers taking any EOD entries have the table (attached) of EOD fees, Also cash float, and sheet of available maps by course		
6.06	Timing team to set up download equipment		
6.07	Ensure control descriptions are at the start (at registration for junior courses)		
6.08	Erect finish funnel		
6.09	Tape routes to start/from finish		
6.09	Erect other tents – First Aid, Tea Tent		
6.10	Put up notices		
6.11	Check Parking Marshalls are in place with registration forms to hand out		
6.12	Check start officials in place and briefed		
6.13	Check with controller that all controls have been put out and if it is okay for those who are late helpers to run before the official start time		
6.14	Check early shift helpers are relieved so they can have a run		
6.15	Ensure Timing team display interim results		
6.16	When registration closes remove takings and secure them (eg in locked vehicle)		
6.17	Work with Timing team to check all participants have returned by course closure time		
6.18	With Planner, brief control collection team		
6.19	Collect any First Aid Accident Reports from First Aid		
6.20	Ask Controller and Planner to write comments for results		
6.21	Dismantle & return equipment, sorted, dried and in good order		
6.22	Clear litter from site		
6.23	Collect road direction signs		

7.00 Things to be done after the event

The Timing team will send results to be put on website

	Task	Notes	Completed
7.00	Return unused maps to Mapping Coordinator		
7.01	Send or scan First Aid incident forms to Club Secretary		
7.03	Send Organiser, Planner and Controller comments to Website Coordinator including thanks to any specific landowners, helpers and officials.		
7.04	Count takings		
7.05	Prepare accounts - see spreadsheet on resources page of website. Remember to include people who have helped but not orienteered Email completed spreadsheet to Treasurer.		
7.06	After payment of expenses send balance to treasurer by cheque or make online payment		
7.07	Give or send registration forms, and printed entrant details from Racesignup, to Membership Secretary		
7.08	Send entry numbers to the Fixtures Secretary to help inform future Organisers <ul style="list-style-type: none">• Pre-entries• Late pre-entries• EOD		
7.09	Email the club secretary a copy of the signed Risk Assessment as this must be archived for future reference.		

Minimum information on event for website (available on [Event Organisers' Resources - Devon Orienteering](#))

to be filled in by Organiser and sent to Website Content Manager

(You don't have to type it all in here if available elsewhere – just cross-refer to where I can find it)

General section:	
Venue (cannot change once webpage set up)	
Series name or title (eg Devon League 5)	
Event Level or Type	Local, Training, Virtual, Social, Regional, National, or Major <i>(delete/highlight as necessary)</i>
Terrain Type	Terrain Type, Parkland, Heathland, Moorland, Woodland, Forest, Sand Dunes, Urban <i>(delete/highlight as necessary)</i>
Overview: This is the text that will appear on the homepage and at the top of all entry detail pages (50-60 words is ideal for summary text). Use as Pre-Event info for Events.	
Title Image: This is the image that will feature at the top of the page and on the home page next to the summary text field. Ideally this should be at least 300pixels wide.	<i>Send the file separately, preferably as a .jpg or similar image file rather than pdf</i>
Location section:	
Parking/Directions	
Nearest Town	
Postcode (location map on the website is created manually using postcode as the starting point, so organiser needs to be as specific as possible or website manager may guess wrongly!)	
What3Words (helps for above)	
OS Grid ref. (optional) eg. AA123123 (no spaces)	
Pre-Entry section:	
Map / Terrain details	
Course Information	
Entry details and fees (provide link to entry system page, eg Racesignup) or statement of when it should go live	
Registration opening, start times etc.	
Facilities	
Dog Restrictions, normally 'no dogs on courses. Dogs only allowed on leads in the car park and assembly area'	
Contacts (will insert email addresses as links so won't appear on website)	
Nearest Hospital A & E (the default is Urgent Care Search on NHS website, so only if something different required)	
Safety Notes, eg Full leg cover, no whistle no go, in the event of wet/stormy weather, suitable protection e.g cagoules must be worn	
Miscellaneous, eg thanks to landowner	

EVENT:**PLACE:****DATE:****Controller****Planner****Organiser****Registration**

1000 – 1230

Starts

1030 – 1300

Course Closure

1430

Task	Time	Name	Brief outline of duties
Parking Marshal	0945 – 1200 1200 - 1230		Direct the parking in the field Collect parking fee if necessary Hand out information sheet/registration form
Start	1000 – 1200 1200 – 1300	(late run) (early run)	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 – 1430	(late run) (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 -1430	(late run) (early run)	Establish siting of FA tent Administer First Aid as required Complete First Aid incident form for each casualty
Registration	0930 – 1200 1200 – 1300	(late run) (early run)	Dibber hire (& sale) Check registration form Collect fees Look after car keys
Timing Team	0900 – 1130 1130 – 1430	(late run) (early run)	
Ask me for Help	1000 – 1130 1130 - 1300		Welcome Newcomers. Explain pictorial symbols. Walk the first couple of controls if appropriate.
Control Collection IC Planner	1430 – 1600		Course closure is 1430. If all runners have returned before this time, controls can be collected earlier.

Standard Event fees 2024 (different fees may apply to large scale events)

Pre-entry (up to closing date 1 week before event)

To input to Racesignup

Class	BOF member	Non member
Senior	£10	£11
Senior novice (yellow, orange, light green)	£5	£6
Junior, full time students, and seniors under 25	£3	£3
Family group (2 maps)	£6	£7
Family - 1 adult and 1 junior orienteering individually	£13	£14
Family - 1 adult and 2 or more juniors all orienteering individually	£16	£17
Family - 2 adults and 2 or more juniors, all orienteering individually	£20	£21

Dibber hire £1, Extra map £1



Event fees 2024

Entry on the day

Class	BOF member	Non member
Adult	£11	£12
Adult novice (yellow, orange, light green)	£6	£7
Junior, full time students, and adults under 25	£4	£4
Family group (2 maps)	£7	£8
Family - 1 adult and 1 junior orienteering individually	£14	£15
Family - 1 adult and 2 or more juniors all orienteering individually	£17	£18
Family - 2 adults and 2 or more juniors, all orienteering individually	£21	£22

Dibber hire £1, Extra map £1



REGISTRATION GUIDANCE

(organiser to make any changes relevant to the event and print out for the registration team)

1. Check that all information has been entered on the registration form.
2. Collect entry fee and mark the amount paid in the box in the top righthand corner on the registration form.
4. Issue dibber if required, put the hire dibber number on the form and collect hire fee of £1, marking this in the box in the top righthand corner on the registration form.
5. Suggest a second map for any pairs, charge £1 extra. Make a note for accounting purposes.
6. Issue control description sheet.
7. Record the course the competitor is doing on the maps available/sold chart provided to keep a track of maps.
8. If there are no maps left for a late entry; suggest they try a different course or wait until a finisher can be asked to return his map.
9. Issue yellow and white maps to competitors on those courses.
10. Competitor takes the form plus dibber to the Timing team.
11. Charge £1 for a second run, all ages. The same dibber can be used after it has been downloaded and cleared.

You may be asked to give advice on which courses newcomers or inexperienced orienteers do. Encourage participants to do a shorter course with the incentive of having a second run. If faced with an obvious beginner, particularly somebody arriving five minutes before closing who wants to run Brown, please offer some helpful advice.

Questions that you may be asked:

Can I pay by card?

Racesignup handles all DEVON's card transactions. If the event has enough signal: the Organiser can change the entry deadline to allow this person to enter via Racesignup. They should still fill in a form.

Is it a SIAC enabled punching event?

What is the distance to start?

Is there a clothing dump?

Distance from finish to assembly area?

Where can I leave my car keys?

EQUIPMENT



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 chart
- The course maps for the event
- The loose control descriptions for the event
- Entry on the day forms

DEVON Sail Banner plus metal mounting stake		
START Sail Banner plus metal mounting stake		
FINISH Sail Banner plus metal mounting stake		
Various direction signs		
4 '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 Khyam grey shelter tent		
Higear Annex Utility tent 2m x 1.5m x 1.8m high		
Kampa 400 Shelter tent		
Gopak Table 5ft x 2 ft (belongs to R & J Green)		
Gopack tables 4 ft x 2 ft, 2		
1, 4 ft x 2 ft aluminium folding table with adjustable legs		
3, Folding Chairs (belong to R & J Green)		

Board for car keys		
Registration Sign, red		
START sign, red		
FINISH sign, red		
4, Large red & white road direction signs		
Numerous other smaller signs		
1 First Aid Red Rucksack		
First Aid Rescue rucksack		
2 "Ask me for Help" yellow jackets		
2 Hi Vis vests for marshals		
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 and yellow tent pegs		
1 LED Clock (Nr 2) and stand		
20 approximately canes with red and white tapes		
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		
Bucket for used dibbers		

Equipment stored by Matt Atkins in Chudleigh mattdevonoc@gmail.com

Coleman shelter tent and 2 sides		
Vango shelter tent and 6 sides		
Old steel shelter tent 2 sides		
Metal stakes for SI control boxes		
3 Gopak 4ft tables		

Matt has other equipment that may be needed for larger events.