1   Purpose of Handbook

This handbook is written to help give novice Organisers an introduction to what is needed to organise an event. It may also be useful as a reference for Organisers with some limited experience, or for those who have put on a level D event (informal, local, usually mid-week or Saturday) to move on to a level C event (monthly Sunday morning).

2   Contents

As we can never cover everything that might happen, it is worth remembering that competitors come to events (both as helpers and runners) to enjoy themselves! Many of them have also organised events as well and will help you to overcome any problems.

3   Short Version and Rough Timetable……………..? Layout / format

3.1 **Overview:** The Organiser is responsible for putting on the orienteering event. He/she needs to work closely with the **Planner** who is responsible for designing the courses and producing the maps, and the **Controller** who is responsible for ensuring the competition is fair, and the **SI Manager** who is responsible for the computing side.

3.2 **Rough Timetable**: Every event is different, and sometimes the timescale is much shorter than given here! It is usually possible to catch up.

- As soon as appointed - check if permissions have been given, and whether a parking area is identified.
- 8 weeks - draw up flyer, post on CLOK web site, distribute to other local events.
- 8 weeks – start risk assessment, and prompt Planner and Controller for input (n.b. sometimes this is needed earlier in order to get permissions). It is a living document and often changes as new information from Planner and Controller become available.
- 6 weeks – visit area, check out route to event, parking area and location of assembly (tents, toilets etc), route to start and back from finish.
- 6 weeks – ask Toilet Officer to order toilets if needed and provide location details.
- 4 weeks – talk to SI manager about how tent layout, registration, hired SI cards and safety checks will be organised.
- 3 weeks – work out number of helpers required and start to fill posts (some people will have already volunteered).
- 3 weeks - decide who provides first aid cover.
- 3 weeks – in some areas put up notice to let dog walkers, horse riders etc. know an event will be taking place.
- 2 weeks – think about what signs will be needed for road directions and in assembly.
- 2 weeks – check when you can pick up equipment – see section 9 below.
- 1 week – agree with Planner who will put out route to start and back from finish, and who will place Start and Finish stakes and boxes.
- 1 week - list what equipment you will need. Arrange to collect it.
- 1 week –Make any new signs required and
- 1 week - let helpers know how to do their jobs.
- 1 week – arrange with Planner when and where to pick up maps and control descriptions on the day of event.
- Weekend of event – put out road signs
- Day of event – Set up assembly area, hand out equipment, organise your helpers and watch everything run like clockwork!   ...... but be available to sort out any problems
- Check everything is cleared up and remove road signs.
- Afterwards - Take back any equipment used and let somebody know if anything needs replacing – eg first aid, canes, tape etc.
- Get any expenses claims and fill out forms for treasurer.

4   Longer Version

1. **Timetable** – I won't repeat this, as the layout of the short version in Section 3 of the Organiser's job sets out an approximate timetable**.**

2. **Registration** of the event with British Orienteering will already have been done, and the CLOK fixture secretary will send you any documents you might need – blank risk assessment, list of first aiders, event accounts form, routes to hospitals, insurance etc. Don't be put off by this long list, as it is all very straightforward.

3. **Working with Controller, Planner and SI Manager**

    Several jobs need input from the Planner, SI manager and Controller, and possibly the person (if it isn't you) who got the permissions. Do this, the sooner the better. These jobs are dealt with in more detail below but include producing the flyer and risk assessment.

4. **Permissions**

    It is not necessarily the Organiser's job to seek permissions for the area (competition and parking), but you should check that it has been done as soon as you take on the event. Note the extent of the permissions in some areas is determined by where the Planner wishes to use for the courses – or the lack of permissions might determine what can be used for courses.

5. **Flyer**

    The flyer should be produced about two months before the event and a template for doing it is on the web site in the members' area. It needs input from the Planner for the courses being offered and the terrain description. Standard event fees are agreed at the AGM in October for the following calendar year. There are two places for using the flyer: send it to the web master to display on the coming events page - he may rewrite bits of it so check his version; print paper copies to display at Clok & other relevant events (if you are not attending, there are usually a few club members who will be).

6. **Risk Assessment**

    This is a requirement of the insurance provided nationally to BO registered events. There is a standard form, and you need to think about what is relevant to your event (there may have been an event on the same area previously that will help you). Discuss it with the Controller and Planner, as they will know about conditions in the competition area.

    The main thing to remember is to allocate the risks to specific individuals – e.g. the *Planner* will put tape across the top of a crag, or the *Organiser* will ensure cagoules are worn/carried if the weather is bad. You are responsible for carrying out the risk assessment, but the Controller will sign it off. Often land owners wish to see a copy of this document – send them an early version and say it might change in the light of new circumstances such as weather forecast.

7. **Number of Helpers**

The number of helpers required depends very much on the scale of the event. This note is intended for a typical level C Sunday colour coded event with up to two hours of start times. The numbers required can be thought of in several categories:

- **Registration:** two people needed for each of two shifts. It usually quietens down towards the end and one person can cope.
- **Computing:** SI manager plus one other on two shifts.
- One person around the assembly area: **Meeting and greeting**.
- **Parking:** any number from zero (in a public car park like Errington Woods) to three if people are being sent along a forest track to turn round and return (e.g. Silton). Possibly two shifts.
- **String Course** (if offered): One person on each of two shifts. Note string course is usually the responsibility of the Organiser rather than the Planner.
- **Start:** Two shifts of two people at the Start.
- **Finish:** None at the finish if close to assembly. One at the finish for two shifts if it is remote.
- **Patrolling:** In some areas the Planner may want a person patrolling during the event to avoid equipment being stolen.
- **Marshals:** In urban areas marshal(s) may be needed either to check runners do not go into areas they shouldn't, or to warn them of a road crossing. The Planner will let you know what is needed.

8. **Jobs (what is involved)**

As you will have competed at events yourself, you will already have a good idea of what is involved with most jobs.

- Registration and computing need liaison with the SI manager, who will know what he/she plans to do and how tables should be laid out in the tent (or indoors if you are lucky enough). The job includes taking the entry fee, handing out control descriptions to take to Start, allowing people with their own SI cards to "dib" to enter, and asking those hiring dibbers/SI cards to fill in a paper form. Possibly maps for white and yellow course are handed out here. Other jobs in the tent involve collecting car keys, downloading competitors after their run and providing safety check information (SI Manager), and issuing any notices that are required e.g. "it is wet so may be slippery"! Also, there should be a list with contact details for lone runners, and an emergency number (your mobile) for people in the forest to use if they get into trouble.

- Meeting and greeting is a useful job if beginners are going to arrive. Often done by Joan Selby along with having CLOK kit on display.

- Start is fairly simple nowadays and can easily be run by two people for a colour coded event. Let people know to punch start box and keep them at least a minute apart if running the same course. It is a good idea if

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people on second shift are reliable for finishing in time to get to the start before it closes. First start team usually take any equipment, and second shift brings it back – especially the Start and Check boxes which have been used and must be returned to SI Manager. These are used to check if all runners have returned. Don't forget the early start team may need to register before setting off to work. More details are given on this for different levels of event in the Appendix.

- If the finish is remote it needs to be manned until everybody is back, so communication from assembly is important via mobile or radio. It is good to take a car if possible, as it is boring (but important!).

- **Safety Check**. It is your responsibility – especially in bad weather - to check that all competitors have returned from their runs. Do this with the SI manager.

9. Equipment

CLOK has almost everything you could want to organise and plan an event, whether it is in a nice cosy building or in the middle of a windswept field! You can find a list on the CLOK web site under "Members' Area", "Event Organisation Toolkit" and "Equipment List". This also says where the equipment is held.

There is a large Organisers' box which holds all smaller items (listed on the top of it), together with a list of the usual kit needed for an event.

Clocks and Start procedures is summarised in Appendix 1.

10. Finances

Each year the club sets a standard level of entry charges for local level C events (senior and junior – M20-). Level B events are treated on a one-off basis, with charges dependent upon some of the costs, such as land access.

The cash box in the Organiser's box holds a £30 float and should be left with the same for the next user. This should include plenty of £1 and 50p coins for giving change to competitors.

Income derives from course entry fees and SI Card hire.

Expenses can include travel to/from the area for Organiser, Planner, Controller and possibly the mapper; printing of publicity fliers and assembly area notices; printing of maps and control descriptions.

You will have been sent an event accounts form by the fixtures secretary, to be completed after the event. This has good notes and is easy to fill in and send to the CLOK Treasurer. In addition to the costs outlined above you will also need the number of senior and junior entries for BO and non-BO members, and the number of hired SI cards. These help the Treasurer to make the payment of levies to BO and NEOA.

11. On the day

- Usually the first job is to put out road signs en route to the event, although in some cases you may have done it the night before.

- If reception for any radio clocks is poor, you may need to set them up at home before setting off. Often wristwatches will be sufficient.

- Arrange for some people to be at assembly early to help erect any tents (often SI team and parking people will be here anyway). One tent for registration and possibly an extra one for meet/greet and Clok clothing sales.

- Make sure somebody marks the way to the start and back from the finish if necessary.

- Dish out equipment to parking, start and string course officials.

- Put up any signs that are needed in assembly area. Try to imagine you are a competitor, and think what you would want to see.

- Wait for the Controller to say that people can start – i.e. everything has been put out/checked in the forest.

- Sit back and enjoy the event but be ready to deal with any queries or emergencies.

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- Work with SI manager to determine that all runners are back.

- Make sure all equipment is returned to assembly.

- Make sure Planner is back safely from forest, or is working with somebody else.

12. Afterwards

- Sort out and leave the equipment and Organiser's box as you would wish to find it (including a float in the cash box).

- Take batteries out of any clocks or radios used!!!

- Send results from String Course (if provided) to the web master for publication. SI manager will send the main results.

- …… in the next day or so ……..

- Check no obvious errors in results.

- Complete the Event Accounts form and send to the Treasurer.

- Bank transfer for the cash to the Treasurer.

- Return equipment to wherever you got it from.

- Send a thank you to helpers.

13. Useful contacts (June 2022)

- **Chairman**   Caroline Mackenzie
- **Treasurer**   Richard Rigby
- **Manager of Computers and SI Managers** Marion Archer
- **Web Master**   Alastair Mackenzie
- **Officials Finder**   Caroline Mackenzie
- **Equipment Officer**   Marion Archer
- **Toilet Order**   Caroline Mackenzie

Appendix 1   Clocks and Start Procedures