

Leicestershire Orienteering Club

Notes for Level C/B Event Organisers (Version 11)

1. Risk Assessment.

Please remember that it is the organiser's job to complete the risk assessment in conjunction with the planner. The risk assessment should be completed as early as possible in the planning/organising process even if means that it will be updated at a later date. It needs signing by the controller. The assessment should be kept for at least a year after the event. Please let Chris have a copy for the club's records.

In the event of an accident to a competitor, volunteer or spectator an Accident Report Form should be completed and forwarded to BOF. This needs to be done within 7 days of the event. Please inform Chris if an accident form has been submitted. Risk Assessment and Accident forms are on the BOF website.

2. Getting Helpers

Jane Dring Morris (Club Secretary) has a list of members. The most effective way of recruitment is asking face to face. Don't be shy; orienteers expect to help at events. The least effective is the "round robin" email.

Please note that juniors under 18yrs should not be used for duties like car parking or road crossings.

3. Competitor Registration and Dibber Hire

This can be a bottle neck and long queues can form. Having dibber hire at a separate location and splitting the course registration into two or three parts helps make for faster registration.

Because of rising cost, we are pricing events on an individual basis. If there is to be any variation from the current charge, £7.50 for seniors and juniors £2.50 you will be advised.

N.B. If the event is either Level C or B and therefore a national ranking event we need to ensure that we record BOF numbers.

Entry Forms are normally in the Organiser's Kit – Kevin usually brings spare copies.

On Level C and above events, we require the club's standard Entry Forms to be completed for all competitors (unless the event is pre-entry) this includes youth groups who turn up with a list of competitors. The form is part of our safety system and contains all the information that we require.

Please note. If you have any helpers who are not competing, please let Chris know so that we can record the details for insurance and levy purposes.

4. Start Team

On occasions we have had a few minor problems at the start. They have mainly occurred because of a lack of experienced helpers at the start. Please try and have one or two people on the start team who have some recent experience of running a start.

There are now spare dibbers in the Start Box for those competitors who turn up at the start and have forgotten their own. Please brief your start team on this. Post Event; if these dibbers have been used please ensure that they have been returned to the "Start box".

5. SI Download Team

Check with Kevin Bradley (at an early date) that he is available. Also let Kevin know if any indoor accommodation is available for Download and what power supply is available.

Kevin needs help to run Download and a number of people have received training in this black art. Please ensure that at least two of the following people are on the Download Team:

Steve Edgar, Alison Hardy, Bob Haskins, Alastair Paterson, Roger Phillips, Simon Starkey, Alan West, Wendy West, Ursula Williamson. Iain Phillips also has considerable experience on download.

Remind the planner and controller that the SI start, finish and check boxes need to be cleared before the event so that they can be used for a safety check at the end of the event.

6. Control Collection

The planner will be very happy if you can recruit four or five (or more!) people to help collect controls after the event.

7. Shadowing

For EMOA league events competitors who are being shadowed should be marked N/C on the entry forms. The SI team can then mark them N/C on the results.

Runners who are shadowing must have their own run before they shadow.

8. Toilets & Traders

If toilets are not going to be available on or near the event area please talk to Chris (**at least 48 days before the event**) about hiring in portaloos.

You may well get enquiries from Traders (catering & O supplies). Please refer any enquires to Chris. This is a complicated issue. Many landowners do not like us having traders at events and some local authorities require trading licences to be issued. There is also a fee to be negotiated.

9. Event Registrations & Levies

These are dealt with by the Events Co-ordinator (Chris) & the Treasurer (Roger Edwards)

10. Access Permissions

This is dealt with by the Club's Permissions Officer (Andy Portsmouth)

11. Event Cancellation

In the unlikely event that you have to cancel the event at short notice e.g. for bad weather, please do the following:

1. Let either Chris or Ursula Williamson know as early as possible so that the event can be marked as cancelled on both the Club and BOF web sites and so that we can send an emergency email to members.
2. Inform the Chairman (or Vice Chairman if the Chairman is not available) so that they are prepared to deal with any questions from outside organisations, club members or other orienteers.

12. Results

Kevin will normally upload these to both the LEI and BOF web sites. However, it is the organiser's responsibility to ensure this is done. Results for Level C & B events must be on the BOF web site within 7 days of the event in order that the Event maintains its ranking status.

13. Final Details

It is club policy, unless there are any special features, not to publish separate Final Details for Level C events. This is because all the information needed by a competitor should be found on either the BOF or Club fixtures list.

Final Details for Level C & B events should be sent to Chris for checking and publishing on the club web site.

Chris Phillips
Events Coordinator

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