

Minor event Planners Notes

Advice on map corrections plus tips on equipment usage and how to sort out replacements & repairs.

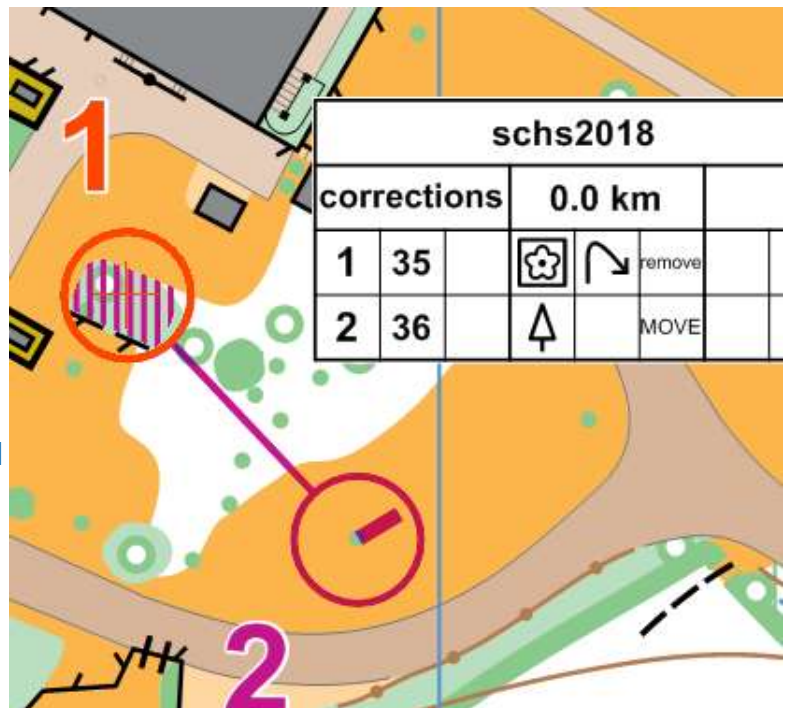
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1. Map corrections

Our volunteer mappers are working through redrawing maps to meet the 2017 standards. It's a big job, so you might be given an early version of the map; but do make sure you get the latest copy before finalising your courses.

If you find a map change then you can send a request to the mapper to correct the map. This is best done well before the event using a PurplePen file with the feature marked with a control and the description describing the problem. List the features on a score type course. If it's too close to the event PurplePen can be used to make minor, temporary corrections.



Control numbering

The SI rota for equipment is on the LEI web site. (Members ~ Club Guides and Forms)
For the Summer and Winter league events, you will use the same number range of 31 to 60 (30 controls) so it does not matter which box you get.

Control Descriptions

Most events the descriptions have errors. It's the secondary details that confuse. Symbolic features need sizes those drawn to scale don't. So small depressions need the area but

large depressions do not. Sizes are just numbers, you are meant to know they are measured in meters, so miss out the 'm'.

Map printing

Do get the courses and map to Ursula for printing early enough to collect them at the Summer League the week before hand. Two weeks before your event is ideal. To advertise our events add the date and location of the next two events, after yours.

The Risk Assessment

You should prepare a RA in advance of the event so that you can action any measures that are needed to reduce risks. Send the RA to the Club Safety Officer for checking. The RA is an active document and will need to be re-visited to assess whether the risks have altered. The weather is the usual cause of late changes. The signed RA needs to be on display at the registration.

TWO WEEKS BEFORE

2. Equipment Insurance

We are only insured for controls left out overnight if we get prior permission from our Insurers. Anything on paths won't be covered. Let the Treasurer know in time, at least a week's notice is needed. He will need to know the number of boxes and the control hanging timings.

Equipment Box

You need stakes, kites, and the kit box which has: combination locks, gripples & wires, hire dibbers, first aid kit, clock and notices. Plus a Battery Printer.

Please collect your kit from the event two before yours. This will give you a chance to check that it is complete and in good order.

Touch free punching

The SI control boxes are normally in touch-free mode. This mode can only be changed by reprogramming the boxes using a computer. You do not need to do anything to the boxes. However they are asleep and only can be used in touch free mode once they have been physically dibbed by yourself or the first orienteer visiting the control. They can be woken with any type of dibber apart from the purple service dibbers. Try to do this as you hang the controls.

The START, FINISH, CHECK and CLEAR boxes are **not** in touch free mode. There should be up to six SIAC dibbers available to hire in the blue dibber box.

The Day BEFORE

Recharge the Printer and synchronise SI boxes

Charge the printer box battery (a couple of hours is plenty) and clear the box with the "Clear Backup" purple dibber that is also in the printer box.

Synchronise the boxes following the instructions attached to the Timemaster SI box (usually the CHECK box). *As a bare minimum do the Start and Finish box.* Please keep the purple dibber and coupling stick attached to this box! Too often they are removed and lost.

ON the DAY

3. Control Hanging

Normal event rules apply, so please do not use paper plates or other non standard items to mark controls. Most areas are safe enough to use SI electronics provided they are locked. Wake up boxes when you put them out.

Here is an example of a well presented control: -

The lock secures the SI box, the stake and the kite.

If you have used tape to mark the control sites then ask the control collectors to remove the tape after the event.

If the stake is damaged or needs reglueing, Peter has glue, replacement ferrules and base plates.



Combination Locks

If any need replacing please ask Peter Hornsby or Roger Edwards to give you new ones.

Peter usually has some in his car, so try to swap the damaged ones at an event.

Do use locks on every control. If it's not fastened to a tree then just lock the box, stake and the kite together. This helps keep the whole unit together when control collecting or in the case of vandalism.

Gripples

There is a small stock of grapple wires and removal tools in the set A & B boxes.

You may prefer to use gripples instead of locks, especially on large trees. They are slower to fit and you need a removal tool to undo. (If you want to save time pre-thread on the stake through the small holes in the SI box before control hanging.) The grapple will stay in place if on the correct end.

The wires are springy so you need to protect your eyes when storing.
The gripple removal tools have safety covers to reduce the risk of stabbing yourself or others!



Feather banner

If you want the feather banner to highlight your event please book one. This one uses pegs to hold the base in place, and the poles are easy to disassemble!

Event notices

There is a pack in each Box. From time to time sheets go missing. There is a contents list so you should be able to work out what is expected. Do notify Ursula if you need laminated replacement sheets.



You are expected to use the (Start, Finish, Check & Clear) labels and to put out kites on the start and finish stakes.

Dibber collector card

All LEI members can collect stickers for hired dibbers. The stickers are under the dibber box lids. Roger Edwards has spare dibber collector cards, stickers and sorts refunds.

Saving battery life

To preserve battery life, switch off all the SI boxes after the event. This is best done when all the boxes are back (otherwise you might switch the odd one back on!). Use the "Service Off" purple dibber that is attached to the Check box.

4. Results

After the race you need to pass on entry sheets and the printer box to a "results processor". Ursula will normally allocate who is to process.

The results processor needs to know the controls on each course; so as soon as you get home; send the PurplePen file.

Tally Rolls

There is a spare tally roll in each printer box. Peter usually replaces and normally carries a spare but Roger Edwards holds the main stock.

5. Contacts

Ursula Williamson, Minor events co-ordinator ursula.williamson.orienteer@gmail.com

Peter Hornsby, SI kit monitor 01530-456066 ashbymapping@gmail.com

Roger Edwards, Treasurer 0116 2127547 rwmhedwards@gmail.com

Chris Phillips, Club Safety Officer onecp47@gmail.com