

## Steps in O-Event Planning & Organising for Level D Events

**Notes:** This is a checklist of tasks for a Winter or Summer League Planner/Organiser

This is deliberately set as a long timescale in order to allow for the unexpected problems and delays that will arise.

This list does not cover how to do each task, or to give the information that is needed. New planners are therefore advised to get advice from an experienced planner.

Timescale	Planner's Tasks	Completed
12 weeks	Get copy of map from the map librarian/mapping coordinator. Find out who the current mapper is and if they are able to make changes in the time available.	
	Contact the Permissions Officer to confirm permission for the area and any restrictions (e.g. out of bounds and prohibited crossings). Identify a suitable/adequate car parking space close to the competition area.	
	If you are relatively new to planning, find an experienced planner to advise you.	
11 weeks	Download latest BOF rules and Appendix B. Revise knowledge of TD levels etc	
	Assess the optimum course lengths, using results of earlier events at the venue. Assess climb and take into account.	
	Identify potential start and finish sites. Ideally near the car parking.	
	Mark out of bounds, forbidden routes, line feature forbidden to cross, and crossing points.	
	Experiment on Purple Pen with course ideas, flow, good legs.	
	Inform Level D Event Coordinator of basic event details.	
10 weeks	Refine draft courses.	
	Visit all potential control sites and viable routes between them. Tape and number the positions where the control is to be placed.	
	Identify any potential hazards, any dangers that may need tapping off and/or marking on the map. Decide if mitigation or warnings are needed, or any impact on the courses routes. Draft the Risk Assessment.	
	Identify and report any map changes needed to mapper	

7 weeks	Amend courses. View Purple Pen Reports and refine courses further. Send provisional course details to the web editor.	
	Ensure the Short course is adequately safe for competitors under 16 and that the Medium course is not too physically difficult for older competitors.	
6 weeks	Visit to confirm and tape additional sites, remove tape from unused sites, and refine control descriptions. Update the Risk Assessment if necessary. Agreement from the Club Safety Officer may be needed for Urban events.	
5 weeks	Check the basic information on the LEI website and send the editor any amendments. Keep the Level D Event Coordinator in touch with progress.	
4 weeks	Consider if you will need help on the day and recruit anyone required. Who will act as qualified First Aider?	
	Finalise courses. Get advise if needed. Confirm map printing arrangements.	
3 weeks	Plan on Purple Pen the routes for deploying and collecting controls.	
	Add event registration number. Add course closure time. Add Lock code to the control collection maps. Add your telephone number in case of emergency.	
	Check and refine control descriptions. Confirm climb for each course.	
	Add any text lines to Control Descriptions, e.g. road crossings	
	Gaps in circles and lines for each course. Position numbers for each course.	
	Position control descriptions on map for each course	
	Send any updates to Event Details web page	
2 weeks	Send off courses to be printed	
	Write any instruction or safety notice, if it is needed at Start or Registration.	
	Collect stakes, kites and locks from previous event or kit manager. Also download box.	
	Finalise the Risk Assesment and ask the small events coordinator to sign it.	
	Read and follow instruction to prepare SI boxes. Check SI boxes charge	
	Estimate time needed to deploy controls	
1 week	Check weather forecast and consider potential adverse conditions that could cancel the event	

3 days	Sort SI boxes, stakes, kites and locks in groups for deploying	
	Print: Start Lane Notice, RA, and Entry list.	
2 days	Check list of everything you need to take on the day.	
	Sync boxes and put on loops. Charge and clear Download kit.	
1 day	Send PP file to Results/Routegadget manager	
On day	Check all is loaded in car	
	Deploy all controls by 30min before start	
	Check off runners as they start and as they finish/download	
	Receive feedback from competitors, take action if problems of safety or fairness arise.	
	Ensure all competitors have finished	
After event	Coordinate the collection of controls	
	Check all kit is returned and SI boxes switched off	
Week after	Pass on the kit to next event or kit manager	
	Review routes on Routegadget.	
	Send in expenses claim	

Updated 21 Feb 2024