

## 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 and act as mentor throughout.	
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.	
	View the map on Purple Pen. Seek advice on using PP, if you are new to it.	
	Identify potential start and finish sites. Ideally near the car parking.	
	Mark out of bounds, forbidden routes, line features forbidden to cross, and crossing points.	
10 weeks	Experiment on Purple Pen with course ideas, flow, good legs. First draft of courses and allocate provisional site code numbers. View previous courses on Routegadget to avoid repeating legs	
	Visit all potential control sites and viable routes between them. Tape and number any control sites and position you are confident on using.	
	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	
	Inform Level D Event Coordinator of any problems envisaged	

7 weeks	Amend courses. View Purple Pen Reports and refine courses further.	
	Ensure the Short course is adequately safe for competitors under 16 and that the Medium course is not too physically difficult for older competitors. Send provisional course details to the web editor.	
6 weeks	Visit to confirm and tape all, 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	Finalise courses. Get advise if needed. Confirm map printing arrangements.	
	Consider if you will need help on the day and recruit anyone required. Who will act as qualified First Aider?	
3 weeks	Plan on Purple Pen the routes for deploying and collecting controls. Decide how many control collectors are needed. Add Lock code to the control collection maps.	
	Add text to the map; event name and date, course names; event BOF number; course closure time; 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 control site numbers for each course.	
	Position control descriptions on map for each course	
	Send any updates to Event Details web page	
2 weeks	Send PP and map file to be printed	
	Write any instruction or safety notice, if it is needed at Start or Registration.	
	Collect stakes, kites, locks and download box from previous event or kit manager. Read and follow instruction to prepare SI boxes. Check SI boxes charge.	
	Finalise the Risk Assesment and ask the small events coordinator to sign it.	
	Advise treasurer of controls to be left out overnight (time details and number of controls.	
	Estimate time needed to deploy controls	

1 week	Check weather forecast and consider potential adverse conditions that could cancel the event or impact arrangements.	
3 days	Sort SI boxes, stakes, kites and locks in groups for deploying	
	Print: Start Lane Notice, RA, Entry list and control collectors list (route distance and number of controls)	
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 the Results Manager. Send PP and map files to the Routegadget Manager.	
On day	Check all is loaded in car	
	Deploy all controls by 30min before start. Ensure all event controls are woken up.	
	Check off runners as they start and as they finish/download. Recruit control collecting volunteers from the fitter competitors.	
	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. Ensure the print station has been downloaded by the results manager or pass on the download box to him.	
Week after	Pass on the kit to next event or kit manager	
	Review routes on Routegadget.	
	Send expenses claim to club treasurer.	

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