

## Leicestershire Orienteering Club

### Notes for Level C/B Event Organisers (Version 12 - 2025)

Officials you may need to contact

| Job                 | Name              | Role                       |
|---------------------|-------------------|----------------------------|
| Events Co-ordinator | Iain Phillips     |                            |
| SI Co-ordinator     | Chris Phillips    | Extra SI kit               |
| SI Download kit     | Kevin Bradley     |                            |
| Permissions Officer | Steve Chafer      |                            |
| Equipment Officer   | Kevin Gallagher   | To access kit from Storage |
| Membership Sec      | Roger Phillips    | List of Members            |
| Map printing        | Ursula Williamson | Maps and start lists       |

#### 1. Safety Risk Assessment

Quite often the landowner wants sight of the safety/ risk assessment before giving permission so this job may need to be done very early. Eg six months before the event.

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 Iain have a copy of the final assessment for the club's records.

#### Incidents

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 Iain if an accident form has been submitted. Risk Assessment and Accident forms are on the BOF website.

#### 2. Getting Helpers

Roger Phillips (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. If you are going to use timed out Road Crossings there are rules about use of road signage that need to be met. First Aiders with current certificates Ask the Events Co-ordinator for a list.

#### 3. Competitor Registration and Dibber Hire

On the day use the standard Start Kite registration for last minute entries. Pre-booked Hire dibbers will be at the start.

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.

**Please note.** If you have any helpers who are not competing, please let Iain 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.

#### **Dibbers**

Issue Pre-booked dibbers at the start.

There are spare dibbers in the Organiser's 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 spare dibbers have been used please ensure that they have been returned to the "Start box".

#### **SI boxes at the Start**

Once all have started. Return these to download for the safety check.

#### **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.

Controller course checking. Controllers may borrow a clear box to use on the day to assist with checking controls are awake. Contact Chris Phillips if this is required (Recommended).

#### **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 Iain (**at least 48 days before the event**) about hiring in portaloos. Hired toilets need to be supervised for insurance reasons.

You may well get enquiries from Traders (catering & O supplies). Please refer any enquirers to Iain. 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**

This is dealt with by the Events Co-ordinator & the Treasurer (Simon Ford) pays levies to EMOA and BOF.

### **10. Access Permissions**

This is dealt with by the Club's Permissions Officer (Steve Chafer). Ask for details of your permission if required.

### **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 Iain 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.

We aim to get all events into Route Gadget, David Cladingboel is the main contact to do this.

### **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 Iain for checking and publishing on the club web site.

### **14. Missing Persons instructions**

Use the copy on the Lei web site.

**15. Finances**

Make sure the Officials who are submitting expense claims are sent a claim form.

Roger Edwards based on previous versions

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