

Steps in O-Event Planning for Level C Events (eg EM Leagues)

Notes: This is a checklist of tasks for a Level C Planner with some related Controller's and Planner's tasks.

This is deliberately set as a long timescale in order to allow for the unexpected problems and delays that will arise. Extra course refinements and site visits may be needed. Permissions issues may impact the plan.

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

Timescale	Planner	Controller	Organiser
15 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.		Confirms permission with the landowner.
	Confirm with the Organisers and Events Coordinator the style of the event (eg Night/Day; Middle/Long/Sprint; Urban/Forest)		
	Check with the Organiser confirmation of permission for use of the area and any restrictions (e.g. out of bounds and prohibited crossings), if you will need to contact to landowner at any stage or confirm control sites.		
	If you are new to planning at Level C, find an experienced planner to advise you.		
14 weeks	Download latest BOF rules and Appendix B. Revise knowledge of TD levels etc	Downloads latest BOF rules and guidelines	
	Assess the optimum course lengths, using BOF ratios and results of earlier events at the venue. Assess climb and take into account. Spreadsheet templates from experienced planners can help with this.	Confirms provisional course lengths	
13 weeks	Mark out of bounds, forbidden routes, line feature forbidden to cross, and crossing points.		Checks suitability of car park and any indoor facility. Confirms with the Permissions Officer
	Check with the Organiser where the car parking will be. Identify and agree the potential Start and Finish sites (suitable for White/Yellow) and with safe routes from car parking.		Checks the route to the Start(s)/Finish and safety of any road crossings
	Experiment on Purple Pen with course ideas, flow, good legs.		
12 weeks	Draft courses and send to Controller. If needed, send sites to the Permissions Officer.	Checks courses against BOF rules. Feedbacks comments on draft courses, and map changes to the mapper.	
10 weeks	Refine draft courses, send provisional course details to organiser and web editor. Confirm map printing arrangements with organiser.	Identifies any safety issues and advises organiser	

	Visit all potential control sites and viable routes between them. Tape and number the positions where the control is to be placed.	Checks the taped sites, legs, safety and map accuracy; and feedbacks comments.	
	Identify any potential hazards, any dangers that may need tapping off and/or marking on the map. Report all hazards to the organiser for inclusion in the Risk Assessment		Drafts risk assessment
	Identify and report any map changes needed to mapper		Plans numbers of helpers needed
8 weeks	Amend courses. View Purple Pen Reports and refine courses further.		
	Ensure all courses for competitors under 16 are adequately safe and for those over 70 are not too physically difficult.		
7 weeks	Visit to confirm and tape additional sites, remove tape from unused sites, and refine control descriptions. Update the organiser with progress and any further safety concerns.	Visits and confirms taped control sites. Gives feedback on latest courses.	Checks basic Info on LEI website and writes draft Event Details sheet.
6 weeks	Consider any further course refinements.		Recruits helpers
	Consider if another visit is needed to check any changes on the ground (e.g. summer growth) or tape any site changes.	May visit sites to finalise and confirm courses	
	Finalise courses and send details to organiser and web editor.		updates to Event Details sheet/web page
4 weeks	Plan deployment (to complete by 30 mins before event start) and collection routes on Purple Pen, inform organiser of the number of control collectors needed. Advise the Treasurer of controls to be left out overnight (time and number of controls).		
	Add next events. Add event registration number. Add course closure time. Add Lock code to collect courses. Add organiser's emergency telephone number.	Agree safety issues with organiser. Consult on Start Lane Notice	updates to Event Details sheet/web page
	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 sequence numbers for each site on each course		
	Position control descriptions on map for each course		

	Send map and courses to controller	Checks all details on the map including CDs and courses. Feedbacks comments to planner.	
3 weeks	Amend map re Controller's comments	Signs Risk Assessment	Finalises Risk Assessment
	Collect stakes, kites and locks from previous event or Kit manager	Confirms maps and courses. Sends them on to the Printer.	Collects organiser's Kit
	Read and follow instruction to prepare SI boxes. Check SI boxes charge	Collect controller's SI kit from SI kit manager	Drafts Start Lane Notice
	Send and agree deployment sequence and timetable.	Agrees deployment plan	Writes notes for helpers. Send helpers list/info to helpers and controller.
2 weeks			Sends Final Details sheet to website editor.
1 week	Sort SI boxes, stakes, kites and locks in groups for deploying		Prints: Start Lane Notice, RA
	Send PP file to results manager		
2 days	Checklist of everything you need to take on the day.		
	Sync boxes and put on loops		
1 day	If necessary, deploy some controls in less public locations.		
On day	Check all is loaded in car		Allocates kit to the Start and Finish teams and other relevant helpers.
	Deploy all controls	Visits all control sites to check positioning, numbers and wakes up the boxes.	Oversees and troubleshoots.
	Send PP course and map files to the Routegadget uploader. Time to rest and recuperate!	Authorises the Start Team to start first competitor.	
	Time to rest, recuperate and receive compliments!	Take action if problems of safety or fairness arise. Adjudicates on protests.	Receives any complaints or protests, consults planner and controller where appropriate.
After event	Coordinate the collection of controls	Ensures all competitors have finished	

	Check that all kit is returned and SI boxes switched off		
Week after	Review routes on Routegadget.	Reviews routes on Routegadget.	
	Send in expenses claim		

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