

Leicestershire Orienteering Club

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

These notes cover the standard pattern of events. The Event Coordinator will inform you of anything non-standard. Things rarely go according to plan, so allow extra time to manage the unexpected and seek advice from experienced event organisers throughout.

Officials you may need to contact

Job	Name	Role
Events Co-ordinator	Iain Phillips	
SI Kit Co-ordinator	Chris Phillips	Planner's SI and control kit
SI Download Manager	Kevin Bradley	Download organisation and results
Permissions Officer	Steve Chafer	Liaises with landowners
Equipment Officer	Kevin Gallagher	Stores organiser's kit.
Membership Sec	Roger Phillips	Holds a list of members
Map printing	Ursula Williamson	Prints maps and start lists
Website Editor	Chris Bosley	Event web page

1. Venue & Permissions

The initial tasks are to contact Permissions Officer to confirm permission from the landowner(s) and if any conditions or limitations apply; consider car parking areas; and whether any other facilities are needed, such as loos or indoor download space. Keep the event coordinator, mapper, planner and controller up to date on these issues.

2. Safety Risk Assessment

The landowner may want sight of the safety/risk assessment before giving permission. This may need to be done very early, e.g. six months before the event. You can find [Example RAs](#) on the club website.

The risk assessment is the organiser's responsibility to complete in conjunction with the planner and agreed by the controller. The risk assessment should be completed as early as possible in the planning/organising process. It may need to be updated nearer the event date and must be signed by the Controller. The risk assessment should be kept for at least a year after the event. Send a copy of the final version to the Events Coordinator for the club's records.

3. Toilets & Traders

If toilets are not going to be available on or near the event area, please talk to the Event Coordinator (**at least 48 days before the event**) about hiring 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 the Event Coordinator. This is a complicated issue as 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.

4. Event Registrations & Levies

Registration is dealt with by the Events Co-ordinator. The Treasurer will pay levies to EMOA and BOF.

5. Event Publicity

Consider if you will write an Event Details sheet. If so, send a word copy to the Web Editor and the Events Coordinator. Otherwise send the editor information you require for the event's web page. Consider also what to put on Facebook and other social media.

6. Getting Helpers

Plan well in advance the number of helpers you will need for each role. The Membership Secretary has a list of members. Whilst you may start with a "round robin" email, the most effective method is face-to-face at earlier events. Don't be shy as most orienteers expect to help. Team leaders should be experienced in the role. However, it is important involve newer members in each team.

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 the use of road signage that need to be met.

7. SI Download Team

Check with SI Download Manager (at an early date) that he is available. Also let him know if any indoor accommodation is available for Download and what power supply is available.

SI Download Manager 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.

8. The Car Parking Team

This team should be led by someone experienced with the car parking issues. They should have a plan for where helpers and competitors will park and if an overflow area is needed.

9. Start Team

Please try and have one or two people on the start team who have some recent experience of running a start. 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.

10. Control Collection Team

The planner will be very happy if you can recruit four or five (or more!) people to help collect controls after the event. The planner should have maps of the routes for the collectors to use.

11. Other helpers

Other helpers you may need include: Road crossing marshals; First aiders; Finish Monitors; Mentors for newcomers. First Aiders must have current certificates. You can ask the Events Co-ordinator for a list.

12. Competitor Registration

On the day use the standard Start Kite registration for last minute entries.

N.B. If the event is either Level C or B and therefore a national ranking event you need to ensure that BOF numbers are recorded.

Please note. If you have any helpers who are not competing, please let the Event Coordinator know so that we can record the details for insurance and levy purposes.

13. Planner's and Controller's SI Boxes

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.

Controllers can borrow a clear box from the SI Kit Co-ordinator to use on the day to assist with checking controls are awake.

14. Event Cancellation

In the unlikely event that you need to cancel the event at short notice, e.g. for bad weather, please do the following:

1. Let The Event Coordinator and web editor 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.

15. Pre-booked 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".

16. On the day

The Organiser's role is to oversee the organisation on the day and to trouble shoot problems as they arise. So do not allocate a specific helper role to yourself.

17. 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.

18. Missing Persons

Download in advance a copy of the [missing person procedure](#) from the LEI web site.

19. Incidents

In the event of an injury to a competitor, volunteer or spectator an Accident Report Form (copies should be in the organisers kit) should be completed and forwarded to BOF. This needs to be done within 7 days of the event. Please inform The Events Coordinator if an accident form has been submitted. [Risk Assessment](#) and [Accident](#) forms are on the BOF website.

20. SI boxes at the Start

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

21. 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.

22. Finances

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