

# **BOK Organiser's Manual for Colour-Coded Events**

(using electronic punching & queuing start)

Version 2008 (**June**)

This Manual is a dynamic document and can be easily changed. If you have any comments or suggestions please contact [Squad Liaison](#)

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## 1. INTRODUCTION

The Organiser is one of three main officials appointed by the Klub or Region to stage a colour-coded (District) event. The other two are the Planner and Controller. [British Orienteering Rule 4 \(2007\)](#) lays down the duties of these three main officials. It is usual for them to be appointed several months before the event. They must be British Orienteering members or the event will not be covered for liability insurance.

These notes are intended to describe the various aspects of organising a colour-coded (District) orienteering event. Anyone involved in running an orienteering event is recommended to read the [British Orienteering Rules & Guidelines](#). These are available on the British Orienteering website (<http://www.britishorienteering.org.uk>). Whilst these concern primarily the Planner and Controller, the Organiser should read the following as background:

Rule 1	General
Rule 1.6	Respect for Property and the Public / Appendix F - Environmental Good Practice
Rule 1.7	Event Safety / Appendix E – Event Safety

A new Organiser will be able to request help from a mentor (a past Organiser of the same area) if they wish, as well as from the Controller. The mentor will be arranged by the [Fixtures Secretary](#).

The following sections describe the role of the Organiser and the issues that the Organiser will need to consider with each of the helper squads.

## 2. TIMETABLE AND ADMINISTRATION

From the outset the Organiser will have to co-operate with the Planner and the Controller, but the Controller will spend more time overseeing the efforts of the Planner than those of the Organiser. The Controller is responsible for confirming that the event is organised fairly and in accordance with British Orienteering rules. However, on the day of the competition the Organiser must be prepared to take responsibility for safety issues since the Controller may be otherwise involved in planning issues. The Organiser should try to ensure that the demarcation of duties between the three officials is clear.

Most of the Organiser's work is done before or after the event. On the day, after satisfying him or herself that the helper teams have no problems, the Organiser will only have responsibility for road signage and drinks, and will otherwise be free to deal with any problem that may arise. Hi-viz fluorescent jackets for the Organiser, Planner and Controller are held by Squad Liaison (see [Equipment Register](#)) and should be worn on the day of the event to make the responsible officials easily identifiable.

The Organiser is responsible for recruiting helpers for the various sections of the event through a squad system. All Klub members are allocated to one of the following squads:

VEHICLE MANAGEMENT – [email contact](#)  
ASK ME –  
REGISTRATION – [email contact](#)  
START – [email contact](#)  
FINISH – [email contact](#)  
STRING COURSE – [email contact](#)  
FIRST AID – [email contact](#)

For each event, the squad co-ordinator or assistant co-ordinator will appoint a team leader from their squad who will be responsible for running a team on the day of the event. They are also responsible for providing all necessary equipment (see [Equipment Register](#)) for their team and for recruiting helpers from their squad for this team. The Co-ordinators will inform the Organiser of the contact details of the team leaders for each specific event.

The Organiser should contact the squad co-ordinators to discuss event requirements from approximately 8 weeks before the event, for example if the landowner requires a parking charge to be collected from each vehicle. A list of the current squad co-ordinators and assistant co-ordinators is given on the [Bristol Orienteering Klub's \(BOK\) website](#).

### 2.1 Timetable

The following table gives some idea of the time-scale to organise a colour-coded (District) event, and when certain jobs should be done by the Organiser. Be aware of any extra requirements for ASO events (see **Appendix 4**). Note that for bigger events such as Regional and National events many of these tasks should be done earlier.

- 3 mths**
- (a) Email BOK's [Land Registrar](#)
    - for the Land Registry file which gives BOK information on nearest hospital, police contact etc.
    - to ascertain any special conditions or information affecting land use at this event
  - (b) Check that the [Fixtures Secretary](#) has registered the event with British Orienteering - this provides event insurance.
  - (c) Liaise with Planner over Car Park, Start and Finish locations and suitable area for the String Course
  - (d) Decide with Planner the event start time (usually 10.30am) and course closure time (usually 3.30pm, earlier in the winter)
  - (e) Prepare publicity - see **2.4 Publicity & [proforma event flyer](#)**
  - (f) Inform local police by letter - see example in **Appendix 1**
  - (g) Order toilets after consulting [Treasurer](#) – see **2.2 Finance/Financial Responsibilities**
  - (h) Confirm with Planner provision of overprinted and spare blank maps
  - (i) Determine where Registration, toilets, traders, First Aid etc are to be located on the day
- 2 mths**
- (a) Distribute publicity - see **-3 mths (e)** above - at prior events, email the [ASO Secretary](#) for distribution to schools and the [Webmaster](#) for input to [www.bristolorienteeing.org.uk/](http://www.bristolorienteeing.org.uk/)
  - (b) Discuss event with squad co-ordinators or team leaders detailing special requirements and agree time of arrival of team leaders and their helpers
  - (c) Prepare [Risk Assessment Form](#) with the Planner. Send to Controller (& landowner if required)
- 1mth**
- (a) Agree with Controller on method of checking for missing competitors
  - (b) Be responsible for taping off any relevant dangerous features outside the competition area
  - (c) Provide text explanation sheets of pictorial descriptions for display at Registration & Start - see [Equipment Register](#)
  - (d) Prepare map to identify position of any road signs - see **At event (a)**
  - (e) Make arrangements for producing results - see **7. FINISH/Results on the day**
  - (f) Prepare information sheet for competitors - see example in **Appendix 2**
  - (g) Inform any local residents who may be affected
  - (h) Contact land owner over access as appropriate e.g. Forestry Commission for keys to barriers
  - (i) The Organiser should try to notify the Webmaster, before the event, of the team leader for:
    - Finish squad re. sending results and splits
    - String Course re. sending results
- 1 week before**
- (a) Check mobile phone reception adequate or arrange hire of radio phones - see **3. VEHICLE MANAGEMENT/Communication**
  - (b) Make list of mobile numbers for other officials for distribution but see **(a)** above
  - (c) Know location of nearest hospital and police telephone numbers – see **-3mths (a)** above
  - (d) Confirm that ASO volunteers have details for the Course Information Board - see **Appendix 4**
  - (e) Collect Drinks equipment - see [Equipment Register](#), topping up supplies if needed
  - (f) Locate and collect any other equipment required eg road signs, officials' hi-viz jackets - see [Equipment Register](#)
  - (g) Check that Registration will provide cash float of £40.00
- At event (Before)**
- (a) Put our road signs by 8am - people start arriving surprisingly early
  - (b) Give information sheets and Competitor Registration Forms ([CRFs](#)) to Vehicle Management team for distribution to cars on arrival
  - (c) Provide drinks near Finish or Download for competitors
  - (d) Distribute hi-viz jackets to Controller, Planner and Organiser, to be worn for easy identification
  - (e) Confirm method of finding Controller/Planner in an emergency e.g. missing competitor
  - (f) Have 2 extra copies of pre-printed maps for each course available, one for the Organiser and the other for First Aid squad for use in emergency e.g. search
- (Later)**
- (g) Inform Registration of total numbers of available maps for each course (information from Planner)
  - (h) Complete [Incident Report Form\(s\)](#) if appropriate – see **9. FIRST AID**
  - (i) Check with Finish team that all competitors are accounted for. Inform First Aiders accordingly
  - (j) Collect proceeds of event from Registration
  - (k) Check controls have been collected (Planner should arrange this) and that Planner and control collectors have all safely returned
  - (l) Clear site, remove litter
  - (m) Collect road signs and arrange return to Vehicle Management squad co-ordinator
  - (n) Receive copy of First Aid casualty treatment sheet for the event. This should be retained by the Organiser for 3 years for British Orienteering insurance purposes

- After event**
- (a) The nominated person shall provide colour-coded results and splits to the [Webmaster](#) by 19:00 on the day of the event. The files required are:
    - i Simple results (HTML format)
    - ii Splits (HTML format)
    - iii Splits (CSV-Comma Delimited Values- format)
 If it is not possible to achieve the 19:00 deadline, the Webmaster should be informed of the reason. The Webmaster shall aim to have results on the web (including Splitsbrowser and WinSplits) by 20:00 on the day of the event.
  - (b) The nominated person shall provide String Course results to the Webmaster as soon as possible, but within two days of the event. The preferred format is CSV, else Microsoft Word or Microsoft Excel.
  - (c) Answer queries about the results
  - (d) Send emails or letters of thanks
  - (e) Write Organiser's event report. The Organiser, Controller and Planner should provide reports (comments) to the [Webmaster](#) as soon as possible, but within 2 days of the event. Preferred format is plain text email
  - (f) Notify the [Webmaster](#) of the colour standard times, once these have been calculated and the results have been declared final – see **7. FINISH/Colour Standards**. Results should be declared final within 2 weeks
  - (g) Forward any bills to the [Treasurer](#) for settlement. (The Treasurer will pay land fees, British Orienteering & South West Orienteering Association (SWOA) levies and toilet charges.)
  - (h) Deal with results envelopes
  - (i) After payment of expenses (see **2.2 Financial responsibilities item 6**) forward proceeds to Treasurer
  - (j) Update electronic land register file and send by email to BOK's [Land Registrar](#)

## 2.2 Finance

### **Event Entry Fees**

These are agreed in advance at the BOK Annual General Meeting each year and current rates are published on the [BOK website](#). Standard rates will be charged at most of BOK's events. These will only be varied when there are exceptional costs such as high land access charges.

### **Discount**

A senior discount (see [Event Entry Fees](#)) applies to:

- 1) National British Orienteering members (NBM) at all events
- 2) Local British Orienteering members (LBM) of SWOA at colour-coded (District) events.
- 3) Senior newcomers to BOK for their first 3 colour-coded (District) BOK events for Orange courses and above

### **Financial responsibilities of Organisers**

**Level 4-5 Events** – they will “be personally authorised to spend or financially commit the Klub to a maximum of £150 for each event. Any expenditure or commitment in excess of this amount but in any event not exceeding £500 per event in the aggregate shall be sanctioned by the Organiser obtaining the approval of the Treasurer or in his absence at least two of the other three Klub Officers who shall subsequently report their actions to the next Klub Committee meeting.”

These responsibilities may include:

- 1) Administration of Car Park fees
- 2) Payment of publicity printing costs
- 3) Purchase of squash and plastic cups
- 4) Administration of entry fees
- 5) Payment for printing results
- 6) Settlement of Controller's, Planner's, Organiser's and Team leaders' expenses (BOK pays British Orienteering rate for travel - 21p per mile + 2p per passenger; max: 27p per mile)

Some or all of the above may be dealt with directly by the Treasurer.

In addition, levies are payable for most events. Payment will be made directly by the Treasurer. However, he/she will need to know the number of competitors, split between [juniors](#) (M/W20- **and all full time STUDENTS**) and [seniors](#) (M/W21+), so that the correct payments are made. It is important that the web results carry **age classes, and for an adult if also a full time STUDENTS**, so that BOK pays British Orienteering the correct levy.

## 2.3 Insurance

**Changes from January 2008 – Results lists of all participants will be kept by British Orienteering for all registered events, in order for event public liability insurance to apply. Non-competing helpers' names must be kept at club level for 5 years**

for this purpose— see **5. REGISTRATION**. In addition, names of those participating in Informal Events, where results are not published, must also be kept at club level in the same way.

## 2.4 Publicity

The Klub Fixtures Secretary registers the Event with British Orienteering through the British Orienteering Fixtures Secretary. This ensures that the event is insured and will be publicised by appearing in the British Orienteering National Fixtures List, in Compass Sport magazine and in the Fixtures List within SWOA's bi-monthly publication 'SINS'. An [event flyer](#) should be produced and approved by the Planner & Controller then emailed to the [Webmaster](#), [Editor of BOK News](#) and [ASO Secretary](#) for circulation to schools. It is important to consult the webmaster if any publicity is to appear on the website which includes graphics e.g. logos, maps, plans etc., so that it can be web-optimised. The Organiser should produce hard copies for distribution at other events, during the run-up to the Event. They should give the following details:

- 1) Type of event: e.g. [Colour-coded](#) (District), [SWOA](#) Galoppen, [ASO](#) League
- 2) Date
- 3) Location, with 8 alpha-numeric grid reference
- 4) Electronic punching system being used e.g. SI
- 5) Travel directions, parking arrangements and fee if applicable
- 6) Map scale, waterproofed/bagged
- 7) Type of terrain
- 8) Courses available (including Red & String Courses if possible)
- 9) Registration - e.g. 10.00 – 12.30 Give web address: [Competitor Registration Form](#) is available for completion and download - see **3.VEHICLE MANAGEMENT/Hand-outs** or **5.REGISTRATION/Competitor Registration Form (CRF)**
- 10) Start times - e.g. 10.30 – 13.00 with Queuing Start
- 11) [Entry fees](#) - show full fees plus senior BOF members/newcomers' discount - see **2.2 Finance/Discount**
- 12) [Card Hire](#) - type, charges & cost if lost etc
- 13) Facilities - e.g. toilets, First Aid, refreshments etc
- 14) Dog policy - e.g. dogs only on leads, in Car Park not on courses
- 15) Officials - Controller's name (and his club if not BOK)  
- Planner's name  
- Organiser's name, phone number and email contact if appropriate
- 16) Safety statement:  
"All competitors take part at their own risk and are responsible for their own safety"  
"No whistle, no go policy in force" – see **2.7 Safety & Risk Assessment/Whistles**
- 17) "For more information and contacts see [www.bristolorienteeing.org.uk](http://www.bristolorienteeing.org.uk)"

See [proforma flyer](#) on BOK website

## 2.5 Maps

The Planner arranges for new pre-printed maps to be laser printed for each event. The Planner should then tell the Organiser and the Registration team the numbers of available maps for each course.

## 2.6 Drinks

Provision of drinks, ideally sited near the Finish, is the responsibility of the Organiser. The Klub has a number of 5-gallon water containers. Allow 1 container per 100 competitors in average weather, but 1 container per 80 competitors in hot weather. Usually 4 containers suffice, fewer if there is an adjacent tap - see [Equipment Register](#).

Put 3 litres of squash in 1 container and fill with water. Don't mix too much in advance - start with 2 containers. Also provide plain water. Cups are available from the Klub. Large plastic bags are needed for the used cups

### NOTE

- Keep containers and cups above ground level - dogs have been known to urinate on them
- In very hot weather it may be advisable to provide a water refreshment point on the longer courses. The Planner will mark the location of this on pre-printed maps and inform the Organiser - see **2.8 Links with the Planner**

## 2.7 Safety and Risk Assessment

A form should be completed in collaboration with the Planner and relevant squad co-ordinators. Some landowners may require a copy of the completed [Risk Assessment Form](#) as a condition of access. The Organiser should consider the following safety issues:

## **First Aid**

First Aid is to be available at a suitable location near the Finish. The Organiser should ensure that an experienced orienteer will be available at all times, to assist the First Aid team in finding any injured competitor. In practice this is likely to be someone from the Finish team.

## **Dangerous Features**

These should be taped off with yellow and black tape: This is the responsibility of the Planner in the competition area and the Organiser elsewhere. Where roads are crossed the Organiser should put out warning signs for motorists and provide traffic marshals if required.

## **Clothing**

The Rules provide for full body cover, but exceptions can be made. In severe weather conditions, safety notices should be completed by the Start squad co-ordinator, in consultation with the Planner, and displayed both in the Assembly Area and at the Start (see [Equipment Register](#)). These carry the following instructions:

- 1) *The Safety bearing is .....*
- 2) *Whistles must be carried (for emergency use only)*
- 3) *Cagoules should be carried YES NO*
- 4) *You are expected to assist any competitor in difficulty*
- 5) *If seriously lost or in difficulty stay in one place, preferably in a prominent position or by a control*
- 6) *You MUST report to the Finish*

In any case checks for correct clothing and whistles should be made before the Start. If the Start is some distance away a clothing dump should be provided and possibly clothing transferred to the Finish or Assembly Area, depending on the geography and size of the event. The Organiser should liaise with other officials to decide who will take responsibility for the clothing dump and transfer.

## **Whistles**

For all events BOK operate a policy of "No whistle, no go". This has been agreed by the BOK committee as a part of the Klub's Safety Policy. (Whilst only Juniors MUST carry a whistle at all times, Seniors are encouraged to set a good example to Juniors by also carrying a whistle at all times.) This policy should be clearly indicated to competitors on arrival (information sheet), in the Assembly Area, at the point where competitors set out for the Start and at the Start. A member of the Start team should check that each competitor is carrying a whistle before starting i.e. actual inspection for Juniors, just a question for Seniors. Check that whistles will be available for purchase from Registration (who carry a stock), if traders are not present, or borrowed from Start (who also carry their own stock of spare whistles.)

## **Missing Competitors**

Although people take part at their own risk, efforts must be made to ensure no one is left in the forest. The Finish team will be able to produce a list of competitors who have not reported to the Finish.

The system depends on everyone who starts reporting to the Finish. The requirement to go through the Finish should be emphasised on the control description forms given to each competitor. An additional safety check is to use the "buddy system", with people being reported missing by their travelling companions and people on their own being invited to leave car keys etc., clearly labelled, at Registration to ensure they report back.

If it seems likely that someone is left in the forest, enquiries must be made to get as much information about the person as possible with a view to mounting a search. Be prepared for this (with adequate warm and waterproof clothing, torch and food, especially in winter) and ensure sufficient help is available. See **9. FIRST AID**

## **2.8 Links with the Planner**

The Planner and/or Organiser need to keep in touch with the landowner(s) to check on changes which might affect the event, e.g. felling, new tracks, new planting, clash with other activities or other restrictions on use of (parts of) the area. If the event is on privately owned land the Planner/Organiser should discuss pre-event access with the land owner and pass the information as appropriate to team leaders.

It is the responsibility of the Organiser to liaise with the Planner regarding access to the land for ambulances e.g. provision of keys for gates, suitable roads for vehicles to use, and to give the First Aid squad these details.

The Planner provides details of the courses and terrain for the advance publicity and pre-printed maps plus control description sheets on the day of the event. Registration should be informed of numbers of maps available for each course.

If the courses cross roads the Planner or Controller may ask for road-crossing marshals. Helpers may also have to be

recruited for drinks points on long courses in hot weather. The Organiser should arrange this and check with team leaders for extra available volunteers for these duties.

The Organiser should ask the Planner to advise on a suitable area for the String Course, and inform the String Course team leader.

## 2.9 Display

The Organiser will arrange to display the following in the Assembly Areas near Registration/Finish (see [Equipment Register](#)):

- 1) Blank maps (supplied by Planner)
- 2) Yellow and White course pre-marked maps (supplied by Planner) – see **6. START**
- 3) Provisional results –see **7. FINISH/Results on the day**

## 3. VEHICLE MANAGEMENT

[email contact](#)

The team leader should know the name of the landowner(s) and of any conditions imposed by them, or the police, on the use of the area for parking. The team leader and helpers should know where the toilets, Start and Finish etc. are located. They should be prepared for very early arrivals and "nose-to-tail" situations.

### **Location of Car Park**

This is one of the most critical jobs in organising an event, and must be done by the Organiser at an early stage in discussion with the Planner. The alternatives are:

- 1) Forest roads - agreement of the forester will be required
- 2) Field for either a fixed fee, or a levy of say, £1 per car - may present problems in bad weather, but enables facilities to be grouped together, and is more sociable
- 3) Roadside or on the verges, in which case it will be necessary to obtain the approval of the police.

At all times consider telling the "locals" in advance, particularly if car parking is in a village or near to houses.

### **Assessment of Parking Area**

- 1) Whether it is big enough for the expected entry
- 2) Whether there is an overflow area for use if more cars than expected turn up
- 3) What will the Car Park be like in wet weather? Is there an alternative to fall back on if the original is unusable? Materials should be on hand to deal with mud at the exit. Will it be better to separate cars from mini-buses? Is there a need for special arrangements for coaches?
- 4) Whether it can be approached safely in both directions or just one. Travel directions and sign posting should be arranged to ensure competitor safety.
- 5) If there is only one entrance and exit, will it need to be controlled by a marshal? Is police help needed if entry is from a main road which is likely to become congested?
- 6) Whether competitors will have to use the same gates as the cars: Try not to mix people and cars
- 7) What services will be sited in the Car Park. Decide where Registration, First Aid, traders etc will be located

### **Communication**

If mobile phone reception is inadequate, arrange for [radio phones](#) to be hired. The Vehicle Management squad may need these themselves in order to communicate with each other and other squads. The helpers at the entrance to the car park should ask each car the following questions:-

1. How many runners?
2. Do you need registration forms?
3. Any adult on 1<sup>st</sup> 3 events? – refer them to 'Ask Me' helpers to claim member's discount
4. Do you need any help completing form completely? – if so, refer them to 'Ask Me' helpers

### **Hand-outs**

To be given to each car/competitor on arrival:

- 1) Information sheet provided by the Organiser - see **2.1 Timetable/At event (b)**
- 2) If required (see **Communication** above), a Competitor's Registration Form ([CRF](#)). This should be completed BEFORE registering – Vehicle Management helpers should say, when handing out the forms, that if anyone cannot complete it FULLY they should seek assistance from the 'Ask Me' helper.

As Vehicle Management helpers greet cars, they should ask if CRFs are required. The [event flyer](#) should carry the [CRF](#) website address so that most of the experienced competitor members arrive with their own copy fully completed. Completed forms will be used by Squad Liaison after an event to encourage newcomers to join Bristol Orienteering Klub and for levy calculations.

## 4. ASK ME

At least two experienced orienteer should wear "ASK ME" hi-viz jackets and be prepared to assist:

- 1) beginners in choice of course etc
- 2) all competitors to fully complete [CRFs](#) BEFORE Registration
- 3) senior newcomers to British Orienteering or BOK (ie have not been members for last 3 years) wanting to run Orange or above courses. These competitors will receive a member's discounted fee for their first 3 colour-coded (District) BOK events

## 5. REGISTRATION

[email contact](#)

The Registration squad is responsible for the collection of [entry fees](#), SportIdent (SI) hire, whistle sales, results envelopes and enquiries. It should be open for business half an hour before the first Start time, earlier if there is a long walk to Start.

Registration helpers should have:

- 1) additional copies of [CRFs](#) for [entry and levies](#) purposes, normally distributed by Vehicle Management at car parking
- 2) cash float of about £40 – check who will provide this
- 3) supply of control descriptions for each course in return for payment – obtained from the Planner
- 4) list of current [entry fees](#) for display
- 5) Text explanation sheets of pictorial control descriptions – see [Equipment Register](#)
- 6) Whistles for sale – see **2.7 Safety and Risk Assessment/Whistles**

Registration helpers should know:

- 1) available discount for British Orienteering members/newcomers (BOK policy for colour-coded [District] individual events – ALL full-time students showing NUS [National Union of Students] card pay junior rate, and helpers run free) - see [Entry Fees](#).
- 2) available number of maps for each course (information obtained from Planner)
- 3) approximate distance and time to the Start, so that Registration helpers can answer any enquiries

### **Competitor's Registration Form (CRF)**

Many experienced competitors should arrive with their own completed [CRFs](#) if the [event flyer](#) carries the website address for download, else the Vehicle Management squad will give out a CRF [or they will be available for completion near Registration.](#)

Senior newcomers are given members' discounted rate entry fees for Orange courses or above for their first 3 colour-coded (District) events; senior full-time students showing an NUS [National Union of Students] card are given JUNIOR rates - see **2.2 Finance / Discount**. Helpers run free.

### **Registration Process:**

- 1) Select course from the board provided by Avon Schools Orienteering (ASO)
- 2) Complete ALL sections of the [CRF](#) if not already done so
  - (a) Name
  - (b) Club/School/None – for event liability insurance
  - (c) British Orienteering Age Class/School Year B/G – for correct levy paid to British Orienteering
  - (d) Course Colour – for results
  - (e) British Orienteering number or Newcomer - to confirm membership status
  - (f) Own card number – for computer entry
  - (g) Rented card number – to be entered by Registration helper
  - (h) Telephone number – to be used in case competitor forgets to download to prevent unnecessary search
  - (i) Vehicle Registration – to identify occupants still out running
  - (j) Email /Address if rented SI card – in case hired SI card not returned
- 3) Pay entry fee - see [Event Entry Fees](#), SI hire fee if appropriate and be given control descriptions
- 4) If hiring SI card, go to SI hire (which should be separate from the Registration process).
  - (a) Registration team will take CRF and write SI card number on it, checking that ALL sections are completed
  - (b) The form will be retained and passed to SI Registration team for manual entry
- 5) If own SI (registered) card
  - (a) ensure ALL sections of CRF completed
  - (b) hand to Registration team
  - (c) 'dib' SI card to link data on it to the event. This may give [SI number/BOF number](#) but not current British

Orienteering membership status.

6) Go to Start

## 6. START

[email contact](#)

It is the responsibility of the Start team to mark clearly the approved route from the Car Park using signs and tapes as appropriate. Ideally this route should not pass through the competition area, but if it does "OUT OF BOUNDS" signs should be displayed.

Yellow and White course pre-printed maps (supplied by Planner) must be displayed. Normally 2 or 3 are displayed at Assembly and one at the Start. Competitors will receive their own maps at the Start.

Whistles should be physically CHECKED at the Start for Juniors as a "No whistle, no go" policy should always be in operation. It is hoped that senior will carry a whistle to encourage Juniors to do so, but will only be ASKED if they are carrying a whistle at the Start – see **2.7 Safety and Risk Assessment/Whistles**.

The Start team will need to know: -

- that ASO competitors from the same school are separated by at least THREE minutes.
- whether people from the same club should be separated by a certain number of minutes

The Start grid usually consists of two boxes for each course marked out with tape, one behind the other, each about 0.75m square - see **Appendix 3**.

The Planner should provide at least one "clear" station just before the Start grid.

All competitors' SI cards should be checked using a single "check" station to ensure that each card has been cleared. Usually one competitor waiting for each course will be able to start every minute, except ASO competitors from the same school who must start at least 3 minutes apart.

The Starter will advise competitors to 'step over the line' at -10 seconds and that they must "dib" their SI card at the Start box. He should also indicate the location of the Start kite.

## 7. FINISH

[email contact](#)

A computerised system is used for running the Finish. The team leader will already know or have been briefed on the setting up and operation of the computer systems prior to the event.

Depending on the size of the event the Finish equipment (see [Equipment Register](#)) may comprise several networked computers with printers. Wherever possible Registration and Finish (Download) will be located together to enable SI card registration. *At least* the following helpers are required:

- 1 person for data entry for hired SI cards
- 1 person to operate each Download station
- 1 person to oversee incoming runners
- 1 person who is familiar with the operation of the system to resolve problems
- 1 person to man the Finish control if distant from Download
- 1 person to assist First Aid in casualty recovery and search

The team leader needs to be ready to note any problems the competitors may have and liaise with event officials or First Aiders should there be a casualty.

### **Results on the day**

The results will be printed from the system at regular intervals and displayed on appropriate boards at the event – see **2.9 Display** and they will be placed on the Web by 20.00hrs on the day of the event - see **2.1 Timetable / After event (a)**

### **Final results**

The Organiser should discuss who will be responsible for producing results for the website with the Finish team. These are produced from the system and are provisional until approved by the Controller. Comments are required from the event officials (Controller, Planner and Organiser). For Colour-coded (District) events the Colour Standard, calculated by the Organiser, has to be shown for each course – see **Colour Standard Awards** below

Results need to be produced as soon as possible after the event and should include length, climb and number of controls for each course and age class and membership status of each competitor. For schools events under Club/School/ None

+1 (for shadowed pupils) needs to be included - see Competitor Registration Form ([CRF](#)). This is very important for scoring purposes. Final copies of the results need to be sent to:

- the [Webmaster](#) to put on the Web see **2.1 Timetable / After event (d)**. Once on the BOK website, they will be used by the ASO Statistician, ASO Treasurer and BOK Treasurer

### **Colour Standard Awards**

These are kept by SWOA and contact details can be found in SINS, its bi-monthly magazine. A White award can be made to anyone who completes 3 White courses. The Colour-coded standard for courses other than White is either the time that is achieved by 50% ([half](#)) of those who started the course (including the retirals and disqualifications) or 150% ([one and a half](#)) of the winner's time - whichever gives the larger number of qualifiers. The Controller may extend the qualifying time at his discretion, but may not reduce it.

### **Injured Competitor**

Usually the Finish squad will make an experienced orienteer available at all times to assist the First Aid team in the location of an injured competitor. The Organiser needs to confirm this.

## **8. STRING COURSE**

[email contact](#)

A String Course should be provided at every event if at all possible. Ideally it should be close to the Car Park, and in easily walkable terrain. The area should be chosen in consultation with the Planner. No charge is made and second runs are encouraged.

Course length: 600 to 1000 metres.

BOK's string reel is over 1000m long but frequently short lengths of red and white tape are used instead

Controls: 8 - 10 in number with manual punches

Map: Simple A4 bagged sketch map with control descriptions and boxes for punching along one edge.

Prizes: It is usual to provide all finishers with a small reward

Results: Preferably in alphabetical or registration order - see **2.1 Timetable / After event (b)**

## **9. FIRST AID**

[email contact](#)

The squad co-ordinator and members are qualified First Aiders whose First Aid qualifications are current.

First Aid team leader will check with the Organiser the following:

- 1) siting of First Aid vehicle, near the Finish.
- 2) arrival and departure times of First Aid squad.
- 3) nearest available casualty hospital and local police telephone number – see **2.1 Timetable -3mths (a)**
- 4) how to gain vehicular access to remote parts of the land, with a key to open any locked gates.
- 5) mobile phone numbers of event officials or, if reception inadequate, hire of [radio phones](#) - see **3.Vehicle Management / Communication**
- 6) provision of concurrent First Aid cover at the Finish if First Aiders involved in a search
- 7) provision of pre-printed map for each course for First Aid squad for use in a search.

The First Aid squad will keep a record of all casualties treated in the Incident Report Book and on an [Incident Report Form](#) which is then given to the Organiser – see **2.1 Timetable/At event (Later)**.

First Aiders will remain with the First Aid vehicle unless called away to an emergency. The BOK search procedure can be found in **Appendix 5** and the BOK search pro-forma in **Appendix 6**. Usually the Finish squad will make an experienced orienteer available at all times to assist the First Aid team in the location of an injured competitor.

## APPENDIX 1 – Letter to Police



1 The Street  
The Town  
BSX 5XX

Tel: XXXX XXXXXX  
E-mail: xxxx.xxxx@hotmail.co.uk

2 February 200X

Inspector Morse  
Bristol Police  
Station Road  
Bristol  
BSXX 9XX

### **ORIENTEERING EVENT, XXX HILL, 6 APRIL 200X**

Dear Inspector Morse

I am writing to inform you that Bristol Orienteering Klub (BOK) are holding an orienteering event in the woods around Xxx Hill (grd BR 77X 4XX), all day on Sunday 6 xxx. There will be about 400 competitors taking part, aged between 10 and 80 years and about 200 vehicles are expected. These vehicles will be parked in the woods (grd BR 77X 3XX) and in a large field (grd BR 77X 3XX). All competitors' cars are instructed to approach and depart via the north and to avoid Maiden Bradley. Competitors will cross the minor road to the competition area at a marshalled crossing (grd BR 77X 3XX)

BOK are providing their own First Aid cover with suitable trained personnel. In the event of a runner failing to return we have a Search Procedure which will be controlled by the event organiser. At an early stage in the initial search we will inform the Police. A copy of the Search Procedure is attached for your information. The police number I have been given to use is 01XXX XXXXXX.

Event personnel are:

Organiser – XXXX XXXXX Tel :0117 XXX XXXX

Course planner – XXXX XXXXX Tel XXXX XXXXXXXX

Controller – XXXX XXXXXXXX Tel XXXX XXXXXXXX

Event personnel will carry mobiles/radios and should be wearing hi-viz waistcoats.

Please contact me if you wish to discuss any aspect of the event or have an on-site meeting.

Yours sincerely

BOK Event Organiser

## APPENDIX 2 - Competitors' Information Sheet

### ORIENTEERING AT LEIGH WOODS 9 XXXXX 200X

**Final Details:** Welcome to the Avon Schools (ASO) & BOK Colour-coded (District) Event at Xxxxx Woods. For this event we are using the Sportident (SI) Electronic Punching System.

**Registration:** 10.00am–12.30pm. Please FULLY COMPLETE the Competitor Registration Form (CRF) before handing it in at Registration – remember if you are a British Orienteering member, you will need to enter your membership number on the form. If you own your own SI dibber please take that with you. Pay for your entry at Registration & collect control descriptions. Then proceed to register your own SI dibber or to SI Hire to hire one. Please inform Registration if you will be shadowed.

- Entry fees – For all White & Yellow £1.50, Orange and above: seniors: £7 (£5 for BOK members and newcomers), juniors and students belonging to NUS: £2.50
- SI hire - seniors: £1, juniors: free. Lost dibbers are charged at £25 each

**Start:** Starts are from 10.30am-1.00pm. Proceed to the Start when you are ready to run. Please note that pupils on the same course from the same school must start at least 3 minutes apart. White & Yellow course maps will be available pre-Start. The Start is 10 minutes walk from Registration. Maps are pre-printed and bagged. Remember to bring a whistle, buy one at Registration or borrow one at the Start.

**Finish:** After you have finished you must return to the Finish tent to download your SI dibber. You must do this even if you have retired. Courses close at 3.00pm

**Terrain:** Mixed woodland, many tracks & contour features, thick undergrowth in places. The area is adjacent to the Avon Gorge with steep slopes.

**String Course:** This is free and is south of Registration

**Dogs:** On leads only

**Beware:** Mountain bikes/Horse riders

### REMEMBER TO LOCK YOUR CAR

***All competitors take part at their own risk and are responsible for their own safety. The safety policy is "No whistle no go"***

Course	Distance	Climb	Difficulty
White	1.5 km	15 m	Very Easy
Yellow	2.3 km	20 m	Easy
Orange	2.7 km	50 m	Fairly Easy
Light Green	3.3 km	80 m	Moderate Difficulty
Green	4.2 km	135 m	Technically Difficult
Blue	5.4 km	165 m	Technically Difficult

## APPENDIX 3 - Queuing Start Layout

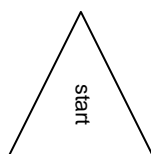
### Suggested Procedure for Queuing Starts

#### Assembly Registration Team:

- Advise on courses, collect entry fees in return for control descriptions: 1-2 helpers
- SI Hire: 2-3 helpers
- Display text control descriptions, showing what pictorial descriptions actually mean.

#### Start Area

- Map boxes for Orange, (possibly Red,) Light Green, Green, Blue (& possibly Brown) after Start line with punching starts one minute apart.
- Pre-printed coloured lane-labels in each lane, reminding pupils from **same school to start 3 minutes apart**
- Early: 6 helpers: 1 for White, 1 for Yellow, 2 for other courses; 1 for check; 1 for Start line.
- Later: Less helpers required



#### START LANES

WHITE	YELLOW	ORANGE	LIGHT GREEN	GREEN	BLUE
BOX 1 -1 min	BOX 1 -1 min	BOX 1 -1 min	BOX 1 -1 min	BOX 1 -1 min	BOX 1 -1 min
BOX 2 -2 mins	BOX 2 -2 mins	BOX 2 -2 mins	BOX 2 -2 mins	BOX 2 -2 mins	BOX 2 -2 mins
ONE waiting	ONE waiting	ONE waiting	ONE waiting	ONE waiting	ONE waiting

NOTICE  
Pictorial Control Descriptions  
with explanatory TEXT

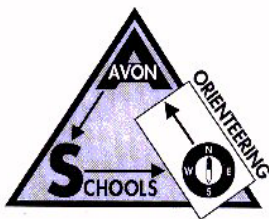
CLEAR/WHISTLE CHECK



Competitor Queue

WHITE & YELLOW  
Maps Displayed

## APPENDIX 4 - ASO Information and Contacts



### AVON SCHOOLS ORIENTEERING

This document is designed as an ASO supplement to the normal organiser's instructions. Contact details are available from the ASO website, <http://www.avonschoolsorienteers.org.uk>.

#### FLYERS

The flyer should include the details in the proforma flyer - see [BOK website](#).

Please email an electronic copy to [ASO Secretary](#) for distribution to schools. This normally happens 7-10 days after the previous event unless there are two events very close together.

E-mail an electronic copy to [BOK Webmaster](#) for publication on the BOK web site.

#### SI CARDS (Dibbers)

Children will need to borrow SI Cards. ASO has 35 for loan and these are kept with the BOK SI card stock - see [Equipment Register](#). At the moment there is no fee for Juniors who borrow cards, but any that are lost have to be replaced at the market cost.

#### COURSE INFORMATION

Please ensure that someone (usually the Planner), informs the ASO Secretary of the course lengths, climb and number of controls. These are put on the board that is displayed at the event.

The ASO courses are run in school years

Y5B/G	WHITE	Y10B/G	LIGHT GREEN
Y6B/G	WHITE	Y11G	LIGHT GREEN
Y7B/G	YELLOW	Y11B	GREEN
Y8B/G	ORANGE	Y12 /13G	GREEN
Y9B/G	ORANGE	Y12/13B	BLUE

#### REGISTRATION

The key ASO rules to be aware of:

1. Children **MUST** put their school age class (Y5B etc) and their school on the Competitor Registration Form ([CRF](#))
2. Pairs are allowed on all courses but both names must be written on the CRF. The age of the elder child will be the class in which they score
3. Shadowed pupils must have +1 clearly shown on the CRF
4. A second run by a pupil is non-competitive and must be marked as such on their CRF. Competitors, teachers and parents from the same school, on the same course, must have their Start times at least three minutes apart

#### FINISH

Warn the Finish team that children often compete in pairs or groups and a finish time should only be recorded for each SI Card.

## APPENDIX 5 - Search Procedure

### BOK Search Procedure

The Organiser (aided by the Controller, Planner and, only for larger events, a Safety Officer) will be responsible for the search. This search procedure document is in 6 sections.

1. Pre-event planning
2. Person missing
3. Search teams
4. Preliminary search
5. Main search
6. Aftermath

#### 1. PRE-EVENT PLANNING (all to be done by the Organiser)

- a. Discuss safety issues and search plan with Controller and Planner plus Safety Officer, if appointed, having read this information and British Orienteering Rules 1.7 Event Safety.
- b. Identify possible search team people including First Aiders. Check proposed location of Emergency First Aid rucksacks with BOK First Aiders.
- c. Know local police tel. nos.
- d. Have means of communication e.g. mobile phones, radios.
- e. Divide orienteering map into sectors, identifying drive-able roads, access gates (keys).
- f. Plan to have spare maps and copies of the courses to hand.
- g. Plan to have pen/paper/Search Proforma on the day.

#### 2. PERSON MISSING (all to be done by Organiser)

- a. Decide if person is really missing. Check:
  - Times overdue (stubs or Download)
  - Course
  - Age/experience of person
  - Terrain
  - Daylight hours left
  - Car Park
  - Who has reported the person missing
  - SI punching: interrogate Finish control box
- b. Start to keep written record or use Search Proforma.
- c. Keep relatives/friends of missing person informed, if present at Event site, and appoint some one to look after them at Event site if necessary.
- d. Make further checks in Car Park, Download, stubs and cards, phone home using tel. nos. on entry form/stubs etc.
- e. Get as many details of missing person as possible e.g. name, age, sex, alone in forest or accompanied, address, tel. nos., any relatives, experience, whistle carried, clothing, last food/drink.
- f. Inform police.
- g. Organise search teams and alert First Aid.
- h. Be identifiable and stay in one known location so that people know where and who you are. Suggested locations are the Car Park or Finish or Download.

## SEARCH TEAMS

- a. Team members need map, compass, whistle, pen and paper, phone or radio (shared if necessary). Ideally they should be rested, have eaten and drunk recently. For longer searches they will need waterproof clothing, spare clothes, spare food and drink, torches and spare batteries, and small rucksack. Items can be minimal but adequate.
- b. Organiser and team members exchange tel. nos.
- c. Organiser will record names of team members and arrange for their homes to be notified of possible late arrival.
- d. Organiser will appoint team leaders and allocate and record tasks.
- e. Organiser will arrange a car to check perimeter roads.

## 4. PRELIMINARY SEARCH

- a. Short courses (white/yellow). Teams of 2 or individuals run the course. Bicycles may be useful here.
- b. Longer courses. Teams of 2 or individuals run sections of the course, meeting at predetermined points. With electronic controls a runner with lap top computer could check which controls have been visited. A car may be used to carry searchers to search points.
- c. If missing person is found then the Organiser will decide what First Aid is needed and only if mobile plan how to bring the person back to the Car Park/hospital. All search teams and relatives and police will be informed.
- d. If missing person is not found then inform police and commence Main Search.

## 5. MAIN SEARCH

- a. Organiser with Controller will decide which areas are to be searched using the map already sectorised in pre-event planning. Ribbon searching, which covers linear features and land on either side is quicker. Two teams can work in parallel then meet at a prearranged place and time. Team members walk down the features calling the name of the missing person. The Emergency First Aid rucksacks can be held in a central location e.g. with the Organiser or dumped at a prearranged place.
- b. Size of teams depends on terrain, numbers available etc but teams can be 2 or more people. The Organiser will decide if relatives of the missing person will take part in the search.
- c. Organiser will keep a record of teams, areas searched, decisions made etc at all times. This information will be vital in the post search analysis or enquiry.
- d. If missing person is found the Organiser and Controller will arrange any First Aid needed and plan how to bring the person back to the Car Park/hospital. The police, other searchers and relatives must be informed as soon as possible.
- e. If the missing person is NOT found, the police must be informed. Hopefully there is a member of the police with the Organiser by then. The police may take over at this stage. The safety of BOK searchers needs to be considered and they may need to be recalled for resting. It is important to explain to the police how long the searchers have been out especially if it is winter or the weather is bad. .
- f. In the unlikely event that the police have not yet appeared, the Organiser and Controller should only continue the search after discussion with the police and careful assessment of the condition and resources of the BOK personnel.

## 6. AFTERMATH

- a. Check all BOK searchers have reported back to the Organiser and are able to get home safely.
- b. Complete Search Proforma, and send copies to police and other bodies after consultation with the Controller.
- c. Send letters of thanks to rescue services, searchers, First Aid, etc.
- d. Arrange post-incident debrief.

## APPENDIX 6 - Search Proforma

Location:		Date:	Type of event:
Controller	Name:	Address:	Tel:
Planner	Name:	Address:	Tel:
Organiser	Name:	Address:	Tel:
Police tel nos:			
MISSING PERSON	Name:	Address:	Sex:
	Age:	Car registration:	Tel:
	Course:	Start time:	Estimated finish:
	Alone/accompanied on course?	Whistle carried yes/no:	Orienteering experience:
	Clothing/description		
	Time reported missing:	To whom:	By whom:
	:		
	CHECKLIST		TIME
	Download:		
	Stubs:		
Cards:			
Car Park:			
Friends/relations:			
Phone any tel nos left:			
INFORM:	TIME		
	Police:		
	First Aid:		
	Potential searchers:		
	Relations:		



## GLOSSARY

ASO	Avon Schools Orienteering Association
BOF	British Orienteering Federation; also known as British Orienteering
BOK	Bristol Orienteering Klub
Colour-coded	The colour denotes the degree of difficulty with the darker the colour the harder the course- White = easy and Brown = hard. Entry formality is minimal.
<b>CRE</b>	Competitor Registration Form
District event	A selection of colour-coded courses ranging from those suitable for the beginner and increasing in difficulty to challenge the most experienced orienteer.
<a href="#">Event flyer</a>	Forthcoming details of an event
Event level 1	e.g. British Orienteering Championships
Event level 2	e.g. National event
Event level 3	e.g. Regional event; sometimes called Badge event
Event level 4	e.g. District event sometimes called Colour-coded event
Event level 5	e.g. Local event sometimes called Informal event
Galoppen	The South West Galoppen League is a series of colour-coded events for members of SWOA, organised by clubs throughout the south west region. In the league, points are scored according to the time taken in relation to the winner's time on your course. About nine of these league events are held during the season with usually your best five to count.
Klub	Bristol Orienteering Klub
Land fees	Payable to a landowner by the Klub for use of land for an orienteering event
LBM	Local British orienteering Member
Levies	Payable to both British Orienteering Federation and SWOA for each competitor taking part in an event
Local event	A limited selection of informal colour coded courses particularly for beginners, sometimes forming one of a series e.g. summer series
National event	There are eight National events held each year throughout Britain with one in the south west. These are similar to Regional events but of a higher standard of difficulty.
NBM	National British orienteering Member
Regional event	Regional events are held throughout the UK and there are about four a year in the south west. Competitors run on courses according to their age/sex; the technical and physical difficulty of the course varies accordingly. There are 'A' & 'B' (hard & easy) classes for Juniors and Long & Short courses for Seniors.
Region	There are 12 regions in the UK, each of which is represented by a regional association. SWOA is one of these.
SWOA	South West Orienteering Association represents 7 clubs: BOK - Bristol Orienteering Klub                      QO - Quantock Orienteers DEVON - Devon Orienteering Club                      SARUM - Sarum Orienteers KERNO - Cornwall Orienteering Club                      WSX - Wessex Orienteers NGOC - North Gloucestershire Orienteering Club                      WIM - Wimborne Orienteers