

BOK Organiser's Manual for Colour-Coded Events

(using electronic punching & queuing start)

Version 2012 (**December 9**)

This Manual is a dynamic document and can be easily changed. If you have any comments or suggestions please email [Tricia Walker](mailto:Tricia.Walker@bok.gov.uk)
(Note: You will need to be logged into the BOK Website to use the contact links)

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Blue words only Underlined (linked to the Web)

1. INTRODUCTION

The Organiser is one of three main officials appointed by the Klub or Region to stage a [Level D](#) colour-coded (Local) event. The other two are the Planner and Controller. [British Orienteering Appendix C \(Jul 2010\)](#) 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 [Level D](#) colour-coded (Local) 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 at least the following as background:-

[Rules of Orienteering 2011 General Rule 1.6](#) (page 8) Respect for Property and the Public
[Appendix F – Environmental Good Practice](#) (Jan 2010)
[Rules of Orienteering 2011 General Rule 1.7](#) (page 8) Event Safety
[Appendix E – Event Safety](#) (Jan 2010)
[Event Guidelines A Overview of Event Structure](#) (Jan 2011)

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](#) on request.

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 possibly water to drink on the course in hot weather**, and will otherwise be free to deal with any problem that may arise. Hi-viz fluorescent jackets for the Organiser, Planner and Controller are usually held by Squad Liaison 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 (contact details are available on the website on the [Club Officials and Contacts page](#)):

VEHICLE MANAGEMENT – [email contact](#)
ASK ME – [email contact](#)
REGISTRATION – [email contact](#)
START/FINISH – [email contact](#)
COMPUTER – [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. The Co-ordinators are also responsible for providing all necessary equipment for their team and for recruiting helpers from their squad for this team. They 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 primarily a [Level D](#) colour-coded (Local) event, and when certain jobs should be done by the Organiser. Be aware of any extra requirements for ASO events ([Appendix 4](#)). Note that for bigger events at [Level A, B and C](#), 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 [Fixtures Secretary](#) has registered the event with British Orienteering as it provides event insurance. The insurance certificate, /accident report form and risk assessment form are all available from the [BOF website](#) as downloads if required.
 - (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). Ask Planner to provide terrain and course details early, for use in publicity
 - (e) Prepare publicity - see [2.4 Publicity](#) & [event flyer template](#)
 - (f) Inform local police by letter - see example in [Appendix 1](#)
 - (g) MANDATORY - Prepare a [small event budget](#) (or a [large event budget](#)) giving details of proposed expenditure, including any large items of expenditure prior to the event and submit to [Treasurer](#) for approval.
 - (h) Order toilets (portaloos) if there are none on site and ask for invoice to be sent to the [Treasurer](#), after taking the cheapest quote – see [2.2 Finance/Financial Responsibilities](#)
 BORDER LOOS, Hereford: 01544 327 298 (do not deliver south of Bristol) borderloos@btconnect.com
 BRANDON HIRE, Bath: 01225 445884 (for discount, quote A1067565) jason.snape@brandonhire.co.uk
 GEORGIAN HIRE, Farrington Gurney 01761 451457 [contact via website](#)
[ALIDE HIRE Keynsham 01225 326484/331689 \[hire@toiletsforhire.co.uk\]\(mailto:hire@toiletsforhire.co.uk\) \[website\]\(#\)](#)
 The supplier will need to access the site up to three times:
 The delivery truck will probably position the loos on the Friday before a Sunday event. The pump truck could visit separately to pump them out. The delivery truck will probably prefer to pick them up on the Monday after the event. Consider using BOK's padlocks when toilets not in use.
Calculating number of toilets: based on expected competitors and visitors i.e. numbers based on previous similar events in vicinity, 100 people per toilet (ref Major Events conference notes & Focus 2004). N.B. more toilets are needed for relays.
 - (i) Confirm that the Planner will provide *loose written control descriptions* for the White and Yellow courses, *both written and pictorial* for the Orange, and *pictorial only* for the rest. The Committee have agreed with ASO that 20 extra White maps will be provided, to be held at Registration for the use of 'shadowers', supplied at cost.
 - (j) Confirm that the Planner can provide or print extra maps if needed.
 - (j) Determine where Registration, toilets, traders, First Aid etc are to be located on the day. The computer tent should, where possible, be on the route from the finish to the car park. Registration and SI Direct Entry in the computer tent should be reasonably close and certainly within sight of each other.
 - (k) Should you require a catering facility, you can contact Tom Wilkinson (British & Continental Catering) on 07799 210503 or Beth (Fuel Catering) on 07958 138636 based in Dorset (www.fuelcatering.co.uk)
- 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/
 - (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 for agreement (& send to landowner if required). Please email a copy of this form to the Permissions Secretary *prior* to the event for [electronically](#) archiving – see 2.10 Archiving.
- 1mth**
- (a) Agree with Controller on method of checking for missing competitors. They should have a proper plan in place for such an eventuality - see [Appendix 5](#)
 - (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
 - (d) Prepare map to identify position of any road signs - see below **At event (a)**
 - (e) Make arrangements for producing results - see [7. COMPUTER/Results on the day](#)
 - (f) Prepare Competitor Information Sheet - 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:
 - Computer squad re. sending results and splits
 - String Course squad re. sending results
- 1 week before**
- (a) Check mobile phone reception adequate or arrange use 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) Locate and collect any other equipment required eg road signs, officials' hi-viz jackets
- (g) Check that Registration will provide cash floats
- At event** (a) Put out road signs by 8am - people start arriving surprisingly early
- (Before)** (b) Give **Competitor Information Sheets** (see [Appendix 2](#)) and [Dibber Hire and Entry Forms](#) 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 yourself as 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
- (g) Inform Registration of total numbers of available maps for each course (information from Planner)
- (Later)** (h) Complete [Incident/Accident Report Form](#)(s) if appropriate – see [9. FIRST AID](#)
- (i) Check with Computer 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
- 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. COMPUTER/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 plus event officials' expenses.)
- (h) Deal with results envelopes (any competitor without a computer may pay for results to be sent by post)
- (i) 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

- 1) A senior discount (see [Event Entry Fees](#)) applies to:
 - (a) National British Orienteering members (NBM) at all events
 - (b) Local British Orienteering members (LBM) of SWOA at colour-coded (Local) events.
- 2) Helpers are entitled to a 50% discount.

Financial responsibilities of Organisers

Level D 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.” [Ref BOK Constitution](#).

These responsibilities may include:

- 1) Administration of Car Park fees
- 2) Payment of publicity printing costs
- 3) Purchase plastic cups for cold water on longer courses in hot weather
- 4) Administration of entry fees
- 5) Payment for printing results

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 any adult if also a full time STUDENT, 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 **7 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. All such records are **now held electronically by BOK**.

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](#) (Local), [SWOA](#) Galoppen, [ASO](#) League
- 2) Date
- 3) Location, with 8 alpha-numeric grid reference e.g. ST558774
- 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 - see [3.VEHICLE MANAGEMENT/Hand-outs](#) or [5.REGISTRATION/Dibber Hire and Entry Form](#)
- 10) Start times - e.g. 10.30 – 13.00 with Queuing Start
- 11) [Entry fees](#) - show full fees plus senior BOF members discount - see [2.2 Finance/Discount](#)
- 12) [Card Hire](#) - type of electronic card, charges & cost if lost etc
- 13) Facilities - e.g. toilets, First Aid, refreshments etc. Include: "Please provide your own drinks"
- 14) Safety - All competitors take part at their own risk and are responsible for their own safety.
'No whistle, no go' will be in force for all Juniors and will be recommended for Seniors.
- 15) Dog policy - e.g. dogs only on leads, in Car Park not on courses
- 16) Officials - Organiser's name, address and phone number
- Planner's name
- Controller's name (and his club if not BOK)
- 17) Local attractions – e.g. list of places to visit, places to eat
- 18) [Data Protection](#) Your personal information provided for this event or obtained from registration databases will be used to process your entry, publish results, check for missing runners and trace missing SI cards
- 19) "For more information and contacts see www.bristolorienteeing.org.uk"

See [event flyer template](#) on BOK website

2.5 Maps

The Planner arranges, with the Klub mapping officer, 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

These are no longer provided at Assembly or the Finish for competitors. However in very hot weather it may be advisable

to provide water refreshment points on the longer courses. The Planner will mark the location of these on pre-printed maps and inform the Organiser - see [2.8 Links with the Planner](#)

NOTE

- Keep containers and cups above ground level - dogs have been known to urinate on them.

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 Start / 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 / Finish squad co-ordinator, in consultation with the Planner, and displayed both in the Assembly Area and at the Start. 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 (**Competitor Information Sheet – see [Appendix 2](#)**), in the Assembly Area, at the point where competitors set out for the Start and at the Start. A member of the Start / Finish 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 / Finish (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 Computer 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 the 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/Start.

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

2.10 Archiving

Items for Archiving after each BOK event

- 1) List of all competitors (i.e. the final results list)
- 2) List of all helpers collated - see Squad Liaison person
- 3) Copy of Risk Assessment to be sent by Permissions' Secretary – see [Risk Assessment Form](#)
- 4) Copy of Incident/Accident Report Forms, if any – see [First Aid](#)
- 5) Event Flyer - see [Proforma Event Flyer](#)
- 6) Event Final Details (often carry safety related instructions) – see [Competitors' Information Sheet](#)
- 7) Permission Letter or Licence (in case of claim for site damage) held by Permissions' Secretary
- 8) Copy of Course Maps and 'All Controls' Map', if available. (Required if Incident/Accident inquiry; useful for future planners)

These items will be collected and collated by the event Organiser and, after consultation with the Klub Webmasters, posted on the Klub website. They are then kept electronically for 7 years (BOF requirement).

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 BOK's radio phones to be used. 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 [Dibber Hire and Entry Forms](#) do you need?
- 2) Do you need any help completing form fully? – if so, refer them to 'Ask Me' helpers

Hand-outs

To be given to each car/competitor on arrival:

- 1) **Competitor Information Sheet** provided by the Organiser - see [2.1 Timetable/At event \(b\) & Appendix 2](#)
- 2) If required (see **Communication** above), a [Dibber Hire and Entry Form](#). 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

The specific event flyer should be linked to the [Dibber Hire and Entry Form](#) as shown in the [event flyer template](#), so that most of the experienced competitor members arrive with their own copy fully completed. Completed forms will be used for entry purposes and levy calculations.

4. ASK ME

[email contact](#)

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) appropriate competitors to fully complete [Dibber Hire and Entry Forms](#) BEFORE Registration

5. REGISTRATION

[email contact](#)

The Registration squad is responsible for the collection of [entry fees](#), SportIdent (SI) hire, whistle sales, results envelopes and enquiries. They are also responsible for looking after car keys, particularly for single travellers. Normally SI Direct Entry see [7. COMPUTER](#), for those with their own personal dibber, should be available in the computer tent. In this case the Registration team needs to provide one person to collect money and issue control descriptions in the computer tent and the remainder should be based in the registration tent. Registration should be open for business half an hour before the first Start time, earlier if there is a long walk to start.

Registration helpers, in BOTH the DIBBER HIRE and COMPUTER tents, should have:

- 1) cash float – check who will provide this
- 2) supply of control descriptions for each course in return for payment – obtained from the Planner
- 3) list of current [entry fees](#) for display
- 4) Whistles for sale – see [2.7 Safety and Risk Assessment/Whistles](#)
- 5) Labels or envelopes for recording car key's owners name.

And in the DIBBER HIRE tent only:

- 6) Text explanation sheets of pictorial control descriptions.
- 7) additional copies of [Dibber Hire and Entry Forms](#) for entry and levies purposes, normally distributed by Vehicle Management at car parking

Registration helpers should know:

- 1) available discount for British Orienteering members, full-time students showing NUS [National Union of Students] card pay junior rate, and helpers pay half price) - see [Entry Fees](#). Students must have 'S' appended to their class on the [Dibber Hire and Entry Form](#) and in the results so that the Treasurer can identify them for levy purposes.
- 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.

Dibber Hire and Entry Form

Some competitors will arrive with their own completed [Dibber Hire and Entry Form](#) if the [event flyer](#) carries the website address for download. The Vehicle Management squad will give out a [Dibber Hire and Entry Form](#) or they will be available for completion near Registration. They are only needed by those hiring dibbers.

Registration Process:

There will be three registration options. The first will be processed in the computer tent and the others in the dibber hire tent.

Option 1 – Own Dibber. Processed in the computer tent.

- (a) Competitor goes to computer tent and dibs.
- (b) Computer operator:
 - i) Confirms name correct
 - ii) Enters course required
 - iii) Checks on screen whether BOF member and if local
 - iv) Checks student card if competitor claims to be a student and enter S in txt1.
- (c) Registration operator
 - i) Charges appropriate rate
 - ii) Gives control description

Option 2 – BOF Member, rented dibber. Processed in the dibber hire tent.

- (a) Competitor completes top row of dibber hire form
- (b) Registration operator:
 - i) Checks BOF number and course are entered and clear
 - ii) Enters dibber number
 - iii) Checks student card if competitor claims to be a student.
 - iv) Enters charge comprising course and dibber fee on form, indicates if student and charges competitor.
 - v) Gives competitor control description

There is no need for these competitors to go to the computer tent. Dibber hire forms will be passed to the computer tent.

Option 3 – Not BOF Member, rented dibber. Processed in the dibber hire tent.

- (a) Competitor completes dibber hire form
- (b) Registration operator:
 - i) Checks all details are entered and clear
 - ii) Vehicle registration, address and telephone number for chasing dibbers that are not returned.
 - iii) Surname, first name, school and year if applicable or age class, for results.
 - iv) Course for control checking.
 - v) Checks student card if competitor claims to be a student.
 - vi) Enters charge comprising non-BOF, dibber and course fee on form and charges competitor.
 - vii) Gives competitor control description.

There is no need for these competitors to go to the computer tent. Dibber hire forms will be passed to the computer tent.

6. START / FINISH

[email contact](#)

It is the responsibility of the Start / Finish 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 Seniors 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 / Finish 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/she should also indicate the location of the Start kite.

The Start / Finish squad usually need *at least*:-

- 1 person to oversee incoming runners *and perhaps* to man the Finish control, if distant from Download – see [7. COMPUTER](#)
- 1 person to assist First Aid in casualty recovery and search

7. COMPUTER

[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 may comprise several networked computers with printers. Wherever possible Registration and Computer will be located in tents near each other to enable SI Direct Entry/Download to take place. *At least* the following helpers are required:

- 1 person for data entry for hired SI cards
- 1 person for SI Direct Entry.
- 1 person who is familiar with the operation of the system to resolve problems

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 Computer 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 (Local) 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 (or school year for ASO members), followed by S for adult students and club or school for each competitor. For schools events under Club/School/None +1 (for shadowed pupils) needs to be included - see [Dibber Hire and Entry Form](#). This is very important for scoring purposes. Final copies of the results need to be sent to the [Webmaster](#) so the results can be put on the BOK Website 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% of (one and a half times) 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 Start / 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

Dibbers: Special dibbers will be rented to string course competitors free of charge

Map: Simple A4 bagged sketch map with control descriptions.
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](#) – **3 mths (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, use of BOK's 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/Accident Report Book and on an [Incident/Accident 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 Start / 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
BSXX XXX

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

X XXXXXXX 2010

Inspector Morse
Bristol Police
Station Road
Bristol
BSXX XXX

ORIENTEERING EVENT, XXX HILL, X XXXXX 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 XXX XXX), all day on Sunday 6 Xxxxx. 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 XXX XXX) and in a large field (grd BR XXX XXX). All competitors' cars are instructed to approach and depart via the north and to avoid Xxxxxxx. Competitors will cross the minor road to the competition area at a marshalled crossing (grd BR XXX XXX)

BOK is providing its 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 – Email: XXXX XXXXX Tel :XXXXX XXXXXX

Course planner – Email: XXXX XXXXX Tel XXXXX XXXXXX

Controller – Email: XXXX XXXXXX Tel XXXXX XXXXXX

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 - Competitor Information Sheet

ORIENTEERING AT XXXXX WOODS 9 XXXXX 20XX

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

Registration: 10.00am–12.30pm. If you have your own personal dibber please go directly to SI Direct Entry with your dibber. There is no need for you to complete any form. If you do not have a personal dibber, ie you have no dibber or a school or team dibber, you need to complete a [Dibber Hire and Entry Form](#) 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. Pay for your entry at Registration & collect control descriptions. Please inform Registration if you will be shadowed.

- Entry fees – For all White & Yellow £1.50, Orange and above: seniors: £7.50 (£5.50 for BOK members and newcomers), juniors and students belonging to NUS: £3.00
- 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 Download 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

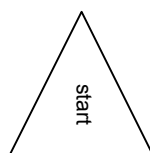
Suggested Procedure for Queuing Starts

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 [event flyer template](#)

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 dibbers for loan and these are kept with the BOK SI card stock. 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 or BLUE
Y9B/G	ORANGE	Y12/13B	BLUE

* Y6 RUN YELLOW FOR LEAGUE 5-8

REGISTRATION

The key ASO rules to be aware of:

1. Children **MUST** put their school age class (Y5B etc), ASO ID (if known) and their school on the [Dibber Hire and Entry Form](#)
2. Pairs are allowed on all courses but both names must be written on the [Dibber Hire and Entry Form](#). The age of the elder child will be the class in which they score
3. Shadowed pupils must have +1 clearly shown on the [Dibber Hire and Entry Form](#)
4. A second run by a pupil is non-competitive and must be marked as such on their [Dibber Hire and Entry Form](#). Competitors, teachers and parents from the same school, on the same course, must have their start times at least three minutes apart
5. Children with their own dibber can register without filling in a form, but do need to go to the "direct entry" point.

FINISH

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

APPENDIX 5 – BOK Search Procedure

The Organiser (aided by the Controller, Planner and 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

- a. Discuss safety issues and search plan with Controller and Planner plus Safety Officer if appointed, having read this information and BOF Rules, especially Appendix E Event Safety. Check First Aid details on the Risk Assessment form.
- b. Identify possible search team people not including First Aiders. Check location of Rescue Rucksacks with BOK First Aiders.
- c. Know local police tel. nos.
- d. Have means of communication and prepare a communication plan e.g. mobile phones, radios.
- e. Divide orienteering map into sectors, identifying drive-able roads, access gates (keys).
- f. Ask planner to provide Organiser and First Aid team with spare maps and copies of the courses.
- g. Have pen/paper/Search Proforma on the day. Search Proforma is Appendix 6.

2. PERSON MISSING

- a. Decide if person is really missing. Check the following:
 - Times overdue (stubs or download)
 - Course
 - Age/experience of person
 - Terrain
 - Daylight hours left
 - Car park/friends/other relations
 - Who has reported the person missing
 - SI punching: interrogate Start and Finish control boxes.
- b. Start to keep written record or use Search Proforma (Appendix 6)
- c. Keep relatives/friends of missing person informed, if present at Event site, and appoint some one to look after them at Assembly 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 Assembly, Finish or Download.

3. 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 to send in First Aid, and only if the casualty is mobile can he decide 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 will 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.
- h. If a death has occurred the BOF Chief executive must be informed immediately.

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.
- e. Complete BOF Incident/Accident Report Form – see 2.10 Archiving.

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. Courses at levels B, C and D may be colour-coded.
Local event	A selection of colour-coded courses at level D, ranging from those suitable for the beginner and increasing in difficulty to challenge experienced orienteer.
Event flyer	Forthcoming details of an event
Event level A	e.g. JK, British Orienteering Championships
Event level B	e.g. Some Area Championships
Event level C	e.g. Some Area Championship & Galoppens; previously called level 2 or Badge events
Event level D	Local events previously called level 3, sometimes called Informal events
Galoppen	The South West Galoppen League is a series of level C 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 about 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 9 clubs: BOK - Bristol Orienteering Klub DEVON - Devon Orienteering Club KERNO - Cornwall Orienteering Club NGOC - North Gloucestershire Orienteering Club NWO - North Wiltshire Orienteers QO - Quantock Orienteers SARUM - Sarum Orienteers WSX - Wessex Orienteers WIM - Wimborne Orienteers