



Organiser's Pack

Version 17 October 2011

This pack contains a number of pages which can be modified and printed for a particular event. The entry fees are current at October 2011.

You should have completed the Risk Assessment Form prior to the event, and may wish to draw attention to any particular hazards.

The sample event, Smallhanger 2006, needed a couple of extra helpers more than usual. I wanted to marshall the northerly road crossing, particularly for youngsters competing solo, as the finish was very close to the road.

Depending on the local geography, you may or may not deploy a parking marshall.

If you have one, the parking marshall also gives out registration forms, which is a great help in reducing congestion at the Registration tent. He/she can also give initial advice to newcomers, directing them to anybody wearing teashirts saying "Can I help you?"

Basically a two-shift system operates, enabling all helpers to have a run.

If things are complicated, you can duplicate the instructions, and get the parking marshall to give them out as well.

Note that the SI team can do a number of printouts on the splits printer during the event, showing interim results, which you can display.

The Registration Form has been designed in conjunction with the Event Proforma. We pay a levy to BOF depending on the number of competitors. Roger Green normally provides an A3 laminated version of the list of courses available. He also provides a list of how many maps he has printed.

At the end of the day (3pm) the SI team will hopefully have checked that all runners have returned, and will give you a complete printout. They take away the registration forms, and can later confirm numbers of seniors, juniors, and hired dibbers. Use the Event Proforma spreadsheet to calculate the takings for the day. Hopefully you can resolve the actual money taken with this calculated figure.

Please send the Event Account Proforma to the Club Treasurer, Nicholas Maxwell, with a cheque. The registration forms go to the Membership Secretary, Graham Dugdale. Graham appreciates all information on potential new recruits.



SMALLHANGER WASTE

Today's event:-

uses SI,
has a punching start, no pre-assigned times – go when you are ready,
and maps are over-printed and pre-bagged.

Please select your course from the colours Yellow to Brown

1. Complete one Registration Form for each competitor.
2. Go to Registration, collect a course description sheet and dibber if required.

Entry fees	Seniors	£5
	Juniors	£1
Dibber Hire	All competitors	£1

3. Go to the computer with your dibber and registration form, to make your entry in the computer system (before you run).
4. At the start, punch in the control boxes in the order **Clear, Check, Start**

At the end of your run, be sure to

- a) Download your times,**
and b) Return hired dibbers.

Planner's Notes

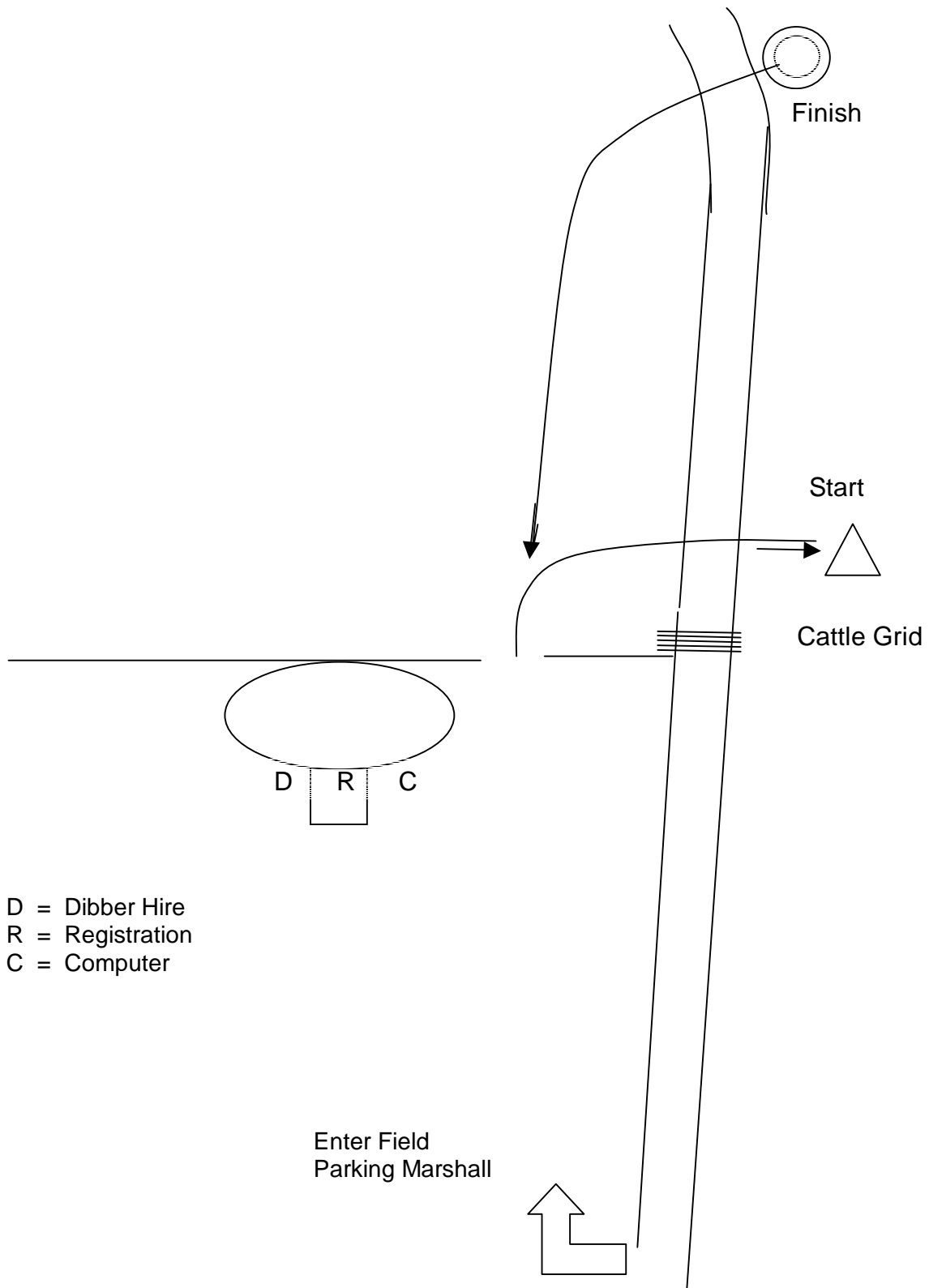
DEVON LEAGUE EVENT 5**SMALLHANGER WASTE****5th MARCH 2006****Controller**
Steve Rose**Planner**
Mike Cullen**Organiser**
Alan Simpson**Registration**
1000 – 1230**Starts**
1030 – 1300**Course Closure**
1500

Parking Marshal	0945 – 1200 1200 - 1230	Richard Windemer (late run) Alison Reynolds	Hand out information sheet/registration form Direct the parking in the field
Start 150m across the road	1000 – 1200 1200 – 1300	Nigel Worsey (late run) Andy Reynolds (early run)	Please set up start line/grid before 1030: 6 courses, yellow to brown Ensure all competitors dib in the clear box on a stake, and then in check box which you should hold in your hand. Allow at least 2 minutes before next person on same course Yellow competitors get map at registration Have a few spare yellow maps at start
Finish and Road Crossing	1045 – 1215 1215 – 1500	Tracy Windemer (late run) Kevin Hagley (early run)	Ensure that all finishers dib in finish box Escort children across the road Taped route, 350m back to assembly field
First Aid	1030 - 1230 1230 -1500	(Pete Whitfield?) (late run) Sue Painter (early run)	
Registration & SportIdent Lew Bean in overall charge			
Registration	0930 – 1200 1200 – 1500	Mike Hosford Tom Lillicrap	D Dibber hire (& sale) See plan of tent R Check registration form R Collect fees Look after car keys
SI Team	0900 – 1130 1130 – 1500	Lew Bean Graham Dugdale Eleanor Taylor	C Computer Registration and Download
Ask me for Help	1000 – 1200 1200 - 1500	Dave Livsey	Welcome Newcomers. Explain pictorial symbols. Walk the first couple of controls.
Control Collection IC Planner	1500 – 1600	Recruit on the day? Recruit on the day? Recruit on the day?	Course closure is 1500. If all runners have returned before this time, controls can be collected earlier.

MATERIEL SUPPLIED

Parking	Orange bib, Club banner
	Two yellow bibs "Ask me for Help"
Registration	All SI kit with Lew Bean + dibbers for hire/sale Spare Registration forms; £60 float; Boxes for monies & description sheets Box for completed registration forms; Bucket for returned dibbers Instruction/information sheets; notices (download, dibber hire/sale); registration sign; Course information. Rack for car keys
Start	Start banner; maps, crates for 6 courses; course names on crates; check box; tape, pegs for start line. (Course names for grid if required).
Finish	Finish banner

Parking Field, GR 562591, Start and Finish



D = Dibber Hire
R = Registration
C = Computer

Enter Field
Parking Marshall

DEVON OC EVENT REGISTRATION FORM

Entry Fee £5 £1

DIBBER NUMBER

DIBBER NUMBER

OWN						
-----	--	--	--	--	--	--

or

HIRED						
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Please take your dibber to computer registration as it speeds the entry process

Surname	
First Name	
Club or IND	
Class eg M40	

WHITE		if available Please tick required course
YELLOW		
ORANGE		
LT. GREEN		
GREEN		
BLUE		
BROWN		

Car Registration Number

Please complete the information below if you are hiring a dibber:-

Tel. Number

Address.....

.....

e-mail:

Version 11-10-2011

DEVON OC EVENT REGISTRATION FORM

Entry Fee £5 £1

DIBBER NUMBER

DIBBER NUMBER

OWN						
-----	--	--	--	--	--	--

or

HIRED						
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Please take your dibber to computer registration as it speeds the entry process

Surname	
First Name	
Club or IND	
Class eg M40	

WHITE		if available Please tick required course
YELLOW		
ORANGE		
LT. GREEN		
GREEN		
BLUE		
BROWN		

Car Registration Number

Please complete the information below if you are hiring a dibber:-

Tel. Number

Address.....

.....

e-mail:

New to Orienteering?

Please ask for help

COURSES AVAILABLE

WHITE: 1.1 km & 45 metres climb :

On tracks and paths, Controls at all junctions. No route choice.

YELLOW: 1.9 km & 30 metres climb :

On simple line features, controls at most junctions. No route choice.
Use of compass for setting the map.

ORANGE: 2.3 km & 45 metres climb :

Close to tracks and paths and other line features. Controls further apart.
Some route choice, and use of compass for navigation.

LIGHT GREEN: 3.1 km & 55 metres climb :

For improvers. Use of contours. Controls may be on point features, but not very far from an attack point. Route choice.

GREEN: 3.7 km & 170 metres climb:

Full technical difficulty but not too long.

BLUE: 6.0 km & 250 metres climb:

Full technical difficulty and longer.

BROWN: 8.7 km & 415 metres climb:

Full technical difficulty and longer still.

Safety Considerations (Plym Forest)

There are steep cliffs and cuttings on this side of the river. Watch out for the “uncrossable crag” symbol on the map.

All courses use a path alongside the river, and the river will be in spate.

Senior courses use a minor road for a short distance. Watch out for traffic.

Cyclists and horse riders will also be using the forest. Please give them due consideration.

Even (particularly) if you do not complete your course, you must report to download after your run.

REGISTRATION

If faced with an obvious beginner, particularly somebody arriving five minutes before closing & wanting to run Brown, please offer some helpful advice

1. Check that all information has been entered on the registration form.
2. Collect entry fee (senior £5; junior £1), and circle the fee on the registration form.
3. Issue dibber if required and collect hire fee £1.
4. Suggest a second map for any pairs, charge £1 extra. Make a note for accounting purposes on a separate sheet.
5. Issue control description sheet.
6. Update the record of numbers of map used, if requested. (But this can be obtained from the Start List on the computer).
7. Issue yellow and white maps to competitors on those courses.
8. There may be no maps left for a late entry; try a different course or wait until a finisher can be asked to return his map.
9. Charge £1 for a second run, all ages. The same dibber can be used.
10. Competitor takes the form plus dibber to the computer bay.

COMPUTER ENTRY (SI Team)

The splits printer requires power from an inverter running from a car battery. The computers have eight hours of battery life.

We are now using the AutoDownload software written by Alan Hartley, who works for Sportident UK.

1. Competitor dibs into the entry station.
2. Competitors who are recorded in the archive are easy. All their details should come up, except for the course.
3. Type in the details for competitors not in the archive.
4. Don't forget Age Class.

The competitor will be standing in front of you. So it should be easy to gather any missing data. Please don't rush. It takes longer if you try and tidy up later.

COMPUTER DOWNLOAD (SI Team)

Returning competitors should dib once in the download station.

Difficulty will occur if a competitor is not entered in the data for this event, ie if they skipped computer registration.

Also, competitors may run on the wrong dibber, if they swapped dibbers after computer registration.

Hired dibbers are identified by a bold sign on the screen. Collect these in the bucket.

Make a printout of results every half hour on the splits printer. This will not upset downloading, apart from causing a small delay.

Make a backup to your memory stick at intervals.