



# DEVON ORIENTEERING CLUB

## ORGANISER'S CHECK LIST FOR C4, C5 & N5 EVENTS

### COLOUR CODED EVENTS (DEVON LEAGUE, GALLOPEN & CLUB CHAMPIONSHIPS), SCORE EVENTS AND DEVON & CORNWALL NIGHT LEAGUE EVENTS

#### 1.00 JOBS TO BE DONE IN THE MONTHS BEFORE THE EVENT:

1.01	Permissions obtained by Access Officer.	
1.02	Access Officer to notify Planner of any Out - Of – Bounds areas, areas to be avoided etc.	
1.03	Access Officer to notify Organiser if portable toilets are a requirement of the landowner.	
1.04	Organiser may decide to order portable toilets anyway.	
1.05	Organiser may need to contact landowner / representative if directed by Access Officer.	
1.06	Planner to obtain the latest OCAD file of the mapped area from the Mapping Officer if the Planner intends to plan the event with OCAD 9 CS (Course Setting). The Mapping Officer can also supply the Planner with a CD of OCAD 9 CS if necessary. Or: Planner to obtain some blank paper maps from the Mapping Officer, if not using OCAD 9 CS.	
1.07	Planner to visit site and roughly plan courses.	
1.08	Planner to notify Mapping Officer of any updating of the map which is required.	
1.09	Mapping Officer to notify Master Map Holder (originator of the map) of areas which require updating.	
1.10	Updating of the map carried out by Master Map Holder or somebody else delegated by him.	
1.11	Mapping Officer passes the revised blank map OCAD file to the Planner.	
1.12	The printing of the maps will be arranged by the Mapping Officer. The maps may be printed on the club printer and bagged and either collected from the Mapping Officer or delivered by him to the Organiser. Or: The maps may be ordered from a commercial printer on waterproof paper and delivered by courier direct to the Organiser. If required, the Mapping Officer can print loose Course Descriptions either in text or pictorial.	
1.13	The Planner should send the final map files to the Mapping Officer, by e-mail preferably, at least two weeks before the event. It is sometimes possible to print the maps if ready only one week before the event but this leaves little margin for things going wrong.	
1.14	If the size of the event justifies, Prepare an A5, or smaller, size Flyer advertising the event (for handing out at prior events).	
1.15	Agree details of Flyer with Planner ie courses available.	
1.16	Mass produce Flyer say 100 per prior event. Also email to Website Manager to go on website.	
1.17	Arrange distribution of Flyers.	
1.18	Visit Site preferably with the Planner.	
1.19	Agree location of CAR PARK, START, FINISH, REGISTRATION, STRING COURSE ETC.	
1.20	Locate nearest public telephone or check mobile phone signal strength if using a mobile.	
1.21	Advise String Course Organiser of location of String Course.	
1.22	Form a team of helpers to work on the day of the event. A SportIdent 'expert' for your event will be designated by the SportIdent Equipment Manager. You will need at least :	
	1 nr Parking Marshall who can also hand out Registration Forms to arriving cars.	
	2 nr Start Officials - One early. One late.	
	2 nr Finish Officials – although may not be needed, depending on location of the Finish.	
	2 nr First Aiders, from the club membership, – one early, one late.	
	2 nr Laptop Operators – one early, one late One of these <b>will</b> be the designated 'expert from the SI team. The other could be you! (but normally a second SI team person).	
	2 nr Registration Officials – one early, one late.	
	More helpers may be required for a Gallopen, less for a night event. If helpers do not run then the 11 above could be reduced to 6. If the First Aider does another job and nobody is required at the Finish, this reduces to: Start Official, Registration Official, Laptop Operator, plus Planner and Controller.	
1.23	Fill in a blank BOF Risk Assessment Form or check an existing Risk Assessment Form supplied, for the area being used for this event. Take action on any issues raised by carrying out the Risk Assessment. Pass the Risk Assessment to Controller for comments	

	and signing off.	
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## 2.00 JOBS TO BE DONE ABOUT A WEEK BEFORE THE EVENT:

2.01	Collect, or arrange to accept delivery of, the Sport Ident equipment including the Coleman tent, aluminium stakes, kites, control boxes, map crates. Either from the previous event or The SportIdent Equipment Manager.	
2.02	Give aluminium stakes, control kites and SI control boxes to Planner.	
2.03	Check that the laptop, power inverter, printer, download box, dibber registration box, back-up printer and download station, dibbers for hire, etc will be brought by the SI team.	
2.04	Read the SportIdent Tutorial – downloadable from the club's website.	
2.05	Obtain String Course equipment from East or West DICE Kit if a string course is to be available.	
2.06	Pass String Course equipment to String Course Organiser.	
2.07	Agree how many maps are to be printed. The Mapping Officer will advise how many to print of each course based on historical data from previous events.	
2.08	From East or West DICE Kit obtain First Aid box and First Aid / Rescue Rucksac.	
2.09	From East or West DICE Kit obtain Road Direction & 'Beware Runners' signs, if needed.	
2.10	From East or West DICE Kit, obtain START, FINISH and REGISTRATION Signs.	
2.11	From East or West DICE Kit, obtain red and white plastic tape for routes to and from the START and FINISH. Also needed to make a 'Start' Box and possibly a Finish Funnel.	
2.12	From East or West DICE Kit, obtain black and yellow plastic tape if the Planner or the Controller requires this.	
2.13	From East or West DICE Kit obtain canes for a Finish Funnel or for mounting notices.	
2.14	From East or West DICE Kit obtain Start Clock (with LED Display) and tripod, if required.	
2.15	Obtain tunnel tent, if required, from East DICE Kit.	
2.16	From East or West DICE Kit obtain water container and plastic cups.	

## 3.00 JOBS TO BE DONE DURING THE WEEK BEFORE THE EVENT

3.01	Obtain float for Entry Fees. Check prices to be used. BOF/Non-BOF – Senior/ Junior etc.	
3.02	Print sufficient Registration Forms for the type of event.	
3.03	Prepare a 'List of Courses Available' Notice and any other notices eg No Whistle – No go The Mapping Officer can supply such a notice A3 size.	
3.04	Obtain the maps and loose Course Descriptions.	
3.05	Check with portable toilet supplier that all is OK. Agree a delivery point.	
3.06	Check availability of previously formed team of helpers - find substitutes if necessary.	
3.07	Collect keys if gates are required to be opened for the event.	
3.08	Draw up a list of all the things you need to take in your car to the event	

## 4.00 JOBS TO BE DONE ON THE DAY BEFORE THE EVENT

4.01	Planner, possibly assisted by the Organiser or others, to put out most of the controls (more difficult and well hidden sites).	
4.02	Organiser to visit site to receive hired portable toilets, if possible.	
	Make sure you take to the event ie put it in your car now!	
	BOF Incident Form.	
	Missing Person procedure.	
	A set of all the course maps to assist in planning searches for a missing person.	

## 5.00 JOBS TO BE DONE ON THE DAY OF THE EVENT

5.01	Put out Direction Signs to the event.	
5.02	Planner to put out remainder of the controls including Start Kite.	
5.03	Build Start Box, Put out maps in collapsible map crates.	
5.04	Erect Call-up Clock and Bleeper, if needed, set running, synchronised with Radio Controlled Clock.	
5.05	Erect Coleman Tent for Registration / SportIdent.	
5.06	Erect Finish Funnel and / or tapes from last control, if required.	
5.07	Erect Tunnel tent if needed.	
5.08	Put up notices.	
5.09	Check Car Park Marshals are in position, if required , with supply of Registration Forms.	
5.10	Check that Registration / SI Team is in position and knows what to do.	
5.11	Check that Start Official / Team is in position and knows what to do.	
5.12	Check with Controller that all controls have been put out correctly.	
5.13	Check that early shift workers are relieved so that they can have a run.	

5.14	When Registration closes hide takings away, somewhere in a car.	
5.15	Brief Control Collection Team with planner. When all competitors are accounted for, collect controls.	
5.16	Ask Controller and Planner to write comments for the Results.	
5.17	Dismantle everything and organise the return of equipment / pass on to next event organiser.	
5.18	Clear site of litter.	
5.19	Collect Road Direction Signs.	

## **6.00 JOBS TO BE DONE AFTER THE EVENT**

6.01	The SI Team will send results to Website Manager to put on website, preferably during the evening of the day of the event.	
6.02	Return unused blank maps to Mapping Co-ordinator. Bags can be recycled.	
6.03	Collate Organiser's, Planner's and Controller's Comments and send to Website Manager.	
6.04	Take away with you a final results printout and the registration forms.	
6.05	Count the takings, prepare the accounts and send balance, after payment of expenses, to the Treasurer (by cheque).	
6.06	Make a list of the names of all the Event Officials and helpers who did not have a run and who did not appear in the Results List and forward it to the Treasurer. (for insurance purposes)	
6.07	Send the Registration Forms to Peter Flick, the Membership Secretary	

## **7.00 PROCEDURE**

- 1 Competitor arrives and is handed a Registration Form. (Parking Marshal)
- 2 Competitor takes completed Registration Form and Dibber, if he has one of his own, to Registration.
- 3 Competitor hands in Registration Form and pays Entry Fee and for Dibber hire if needed. (Registration Official)  
For a Devon League Event, or D & C Night League Event the Entry Fees are:  
Senior NON-BOF member: £7.00; Senior BOF member: £5.00; Junior: £1.00
- 4 Competitor places his Dibber, if he has one, in the SI Dibber Entry Box. (Laptop Operator)
- 5 Competitor receives a hired Dibber, if he hasn't got one of his own. (Registration Official)
- 6 Competitor takes loose Course Description Sheet.
- 7 Competitor directed to Start. (by signs or verbally by Registration Official)
- 8 Competitor clears his Dibber at the Clear Box.
- 9 Competitor's Dibber checked by the Start Official's Check Box.
- 10 Start Official maintains a gap of, say 2 minutes, between competitors on the same course.
- 11 Competitor's attention drawn to the location of the Start Kite and the layout of the maps in the crates. (Start Official).
- 12 Competitor starts, by dibbing at the Start Box.
- 13 Competitor picks up map and runs course.
- 14 Competitor dibs at the Finish Box.
- 15 Competitor directed to Download. (by signs or verbally by Finish Official)
- 16 Competitor downloads (Laptop Operator).
- 17 Competitor collects a Print out showing split times (Laptop Operator).
- 18 Competitor goes home.

## 8.0 RISK ASSESSMENTS

Organisers should carry out a Risk Assessment for the event, in conjunction with the Planner as many of the problems can be mitigated by planning courses to avoid potential dangerous situations. Use the standard British Orienteering Risk Assessment Form. The completed Risk Assessment should be checked by the Controller.

The 'NOTES ON DEVON OC MAPS' document contains references to some safety issues but these are not exhaustive. There are three 'worked examples' available for different types of mapped areas – Burrator, Plym Forest and Woodbury Common.

It might be a good idea to have a prepared Cancellation Policy to save time on the day of the event. This example was prepared for a Dartmoor Long O for adverse weather conditions.

Changes to Event Format owing to bad weather conditions:

Forecast temperature T	Forecast wind W	Forecast rain R	Duration D
Hot 1	Still 1	None 1	A few hours 1
Warm 2	Breezy 2	Drizzle 2	Most of daylight hours 2
Cool 3	Windy 3	Moderate 3	
Cold 4	Gale Force winds 4	Heavy 4	

Risk = (T + W + R) x D

If (1 + 1 + 1) x 1 = 3 or (2 + 2 + 2) x 2 = 12 or (4 + 4 + 4) x 1 = 12 or (3 + 3 + 2) x 2 = 16 OK

If (4 + 3 + 3) x 2 = 20; (3 + 4 + 3) x 2 = 20; (4 + 3 + 3) x 2 = 20 Use shorter courses

If (4 + 4 + 3) x 2 = 22 cancel; (3 + 4 + 4) x 2 = 22 cancel; (4 + 4 + 4) x 2 = 24 Cancel

In addition, use shorter courses if river levels are exceptionally high. Shorter courses will avoid crossing the Newleycombe Lake stream.

An event may have to be cancelled at the last minute if the roads leading to the event are impassable due to snow and/or ice or flooding. Use the website if possible.

## 9.00 EQUIPMENT CHECK LIST – You may want some of these items

### Planner:

Aluminium stakes, Kites, All the control boxes. Black & yellow tape for marking dangerous crags etc.

### Organiser:

Coleman tent	START, FINISH, REGISTRATION Signs
Tables for use inside tent	Red and white tape for route to the Start
Chairs for use inside tent	Red and white tape for Start Box
Club laptop computer in bag	TO START Sign
12vDC-240vAC Power Inverter	BEWARE RUNNERS Signs
Printer	First Aid box
Entry Control Box plus leads	First Aid / Rescue Rucksac
Download Control Box plus leads	Drinking water in large plastic container
Back-up Printer and Master Control Box	Plastic cups
Extension cables	Parcel tape
Box of dibbers for hire or sale	Drafting tape
Bucket for collecting hired dibbers	Bulldog clips
Maps for each course	Stapler and staples
Collapsible crate for each course	Pens, pencils
Loose Course Descriptions	LED Start clock and tripod
Float	Spare tent eg Tunnel Tent
Registration Forms	Extra tables,
'Courses Available' Notice	Extra chairs
Road Direction Signs	BOF Incident Form document
Canes for supporting signs and notices	Missing Persons Procedure document

# DEVON ORIENTEERING CLUB: EMERGENCIES AT EVENTS

## **Before the event:**

Ascertain whether a mobile phone is useable at the Registration/Start/Finish. Even if there is a signal, it is very likely that mobile phones will be out of range of a signal in many parts of the competition area. In the event of an emergency it may be necessary to drive away from the event until a signal is obtained.

Make a note of the National Grid Reference and, if possible, the Post Code of the Venue. Emergency services seem to have difficulty in locating places in rural areas.

## **MEDICAL EMERGENCIES**

In the event of a competitor being found seriously injured and emergency evacuation is needed by ambulance or helicopter, **Dial 999 or 112.** Dialling 112 will force the mobile phone to latch on to any network in range regardless of whether it is the mobile phone's own home network.

## **MISSING PERSON PROCEDURE**

It is suggested that a minimum of 6 helpers, including a qualified First Aider, should be retained until course closure time or such time as all competitors have been accounted for.

The event officials ie Organiser, Planner and Controller may become aware that a competitor is missing because:

- A friend or relative is worried that the competitor has been out a long time.
- A Missing Runners Report from the Sport Ident software indicates that a competitor is still out in the competition area.

In either case retrieve his Registration Form to ascertain his car registration number, age class, club, and the course he was running. If possible, talk to other competitors, other members of his club, friends and relatives, to find out how experienced the competitor is, how fit the competitor is, any medical problems, what clothing he was wearing etc.

- Check the car parking area to see if his car is still present.

Do not start searching until course closure time unless the competitor is several hours overdue because he started early on a relatively short course. Judgement must be exercised as to the seriousness of the situation. For instance, an M21 who has been out on a Brown Course for 3 hours may give rise to concern whereas a determined M60 may well be used to taking 3 hours on a Brown Course. Missing lone children and teenagers should always give rise for concern. Children may make major navigation blunders on simple courses and walk out of the competition area. However adult competitors may have a minor injury and spend a long time walking back to the Finish arriving after course closure time.

- If the situation seems serious enough then a preliminary search should be undertaken.
- Advise the police that a person is missing and that you are conducting a basic search. Ring 08705 777 444. The police will open a log and give you an incident reference number to use in future conversations. Tell them that you will contact them again if the missing person is not found by this search.
- Two pairs of searchers run around the course in opposite directions meeting at the half way point and if the missing competitor is not found they return to base checking the main tracks and paths as far as is possible. The searchers should carry some spare clothing (they can wear it as they run round) such as a hat, gloves, Helly-Hansen etc which they can give the missing competitor to wear if needed. Do not spend too long on this search. If the competitor is found and is injured one searcher stays with him and the other returns to base to report on the situation and arrange evacuation, usually be professional paramedics or Dartmoor Rescue Group. Only the police can call out the Mountain Rescue Organisations so ring the police and give them a situation report.
- Another searcher drives around the roads surrounding the competition area.
- The other helper stays at the Finish in case the missing competitor turns up. Retain the First Aid Rucksac at the Finish.

If the competitor is still missing advise the police who will instigate a fuller search using police resources including Dartmoor Rescue Group if they think this is necessary. At this point the Police will take command of the search operation.

# MISSING PERSON PROCEDURE – INFORMATION SHEET

## EVENT DETAILS

Event Location:	
Type of Event:	
Date:	
National Grid Reference:	
Post Code	

Organiser: Address:	Tel:
Planner: Address:	Tel:
Controller: Address:	Tel:
Police Tel Nr:	Police Incident Reference Nr:

## MISSING PERSON'S DETAILS

Name:	Car Registration Nr:
Address:	
Age Class:	
Club:	
Course:	
Start Time;	Estimated Finish time under normal conditions:
Whistle Carried? Yes /No / Not known	
Orienteering Experience:	
Clothing worn, if known:	
Time reported missing:	
To whom:	By whom: Time:

## CARRY OUT BASIC CHECKS

Check: Clear, Start and Finish Control Boxes to check that the missing competitor actually started and is actually missing	Time:
If controls have been collected, check control boxes on the competitor's course. to ascertain the last control visited. Check other control boxes. Check registration numbers of cars in the car parking area: Check friends and relations :	

## INFORM

Police, that a person is missing and a basic search is being organised.	Time:
Qualified First Aider(s) available, that they may be needed.	Time:
Potential searchers, that they may be needed:	Time:
Missing Person's Relatives, if at the event, that a basic search is being organised :	Time:

## CARRY OUT BASIC SEARCH

Searcher(s):

Area searched:

Time when search started:

Time when searcher(s) returned:

Searcher(s):

Area searched:

Time when search started:

Time when searcher(s) returned:

Searcher(s):

Area searched:

Time when search started:

Time when searcher(s) returned:

Club: ..... Event / Activity: .....

Location: ..... BOF ER No.: .....

Date: ..... Approx Time of Incident: .....

**PERSONAL INJURY**

Nature of Injury : .....

Treatment Given: .....

Name of Injured Person(s): .....

BOF No: ..... Age Class: .....

Address: .....

Tel No.: ..... Occupation: .....

Circumstances / Further Information: .....

**PROPERTY DAMAGE**

Details of Damage: .....

Name of Owner (if known): .....

Address: .....

Tel No: ..... BOF No.: .....

Circumstances / Further Information: .....

**WITNESSES or PEOPLE REPORTING INJURY or DAMAGE**

Name: .....

Address: .....

..... Tel.No: .....

Name: .....

Address: .....

..... Tel.No: .....

continued over

Has the incident been reported to the police? .....

Details of Officer / Station: .....

Was the injured person taken to hospital? .....

Hospital Name and Location: ..... Please outline  
any implied or actual threat of legal action: .....

.....

Who in your view is responsible for the incident? .....

Any Additional Information / Comment / Opinion (in confidence) .....

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**To be completed by a BOF member:**

The above information is correct and complete, to the best of my knowledge.

Name: .....

Address: .....

.....

Phone: ..... e-mail: .....

Club: ..... BOF No.: .....

Signed: ..... Date: .....

***Please note:***

The BOF insurance policy provides public liability cover. It protects all BOF members, individuals and Clubs, in the event of a claim arising in connection with any BOF registered event or other BOF recognised activity. It does not provide accident, medical or property insurance (storm damage, fire, theft, loss, etc.), except in circumstances where these give rise to a claim for negligence or other liability.

However recent legal requirements mean that:

1. All injuries, accidents or incidents which could give rise to a claim must be reported to BOF office **within one week**. Any injury which, in a place of employment, would be recorded in an Accident Book, should be reported to BOF using this form or in some other written form.
2. Any BOF member or club who receives notice of a claim must forward it to BOF office **within one week of receipt**.

Failure to observe these requirements could invalidate the cover.