

CORNWALL ORIENTEERING CLUB



Organising with SI

1. At least one week before the event contact members, using the member's list in the folder, to arrange helpers. These names are then written on the Helper's grid. This can be displayed in the registration tent for reference on the day by those concerned.
2. You will need to collect equipment from the club store in Ladock Community Hall. Contact Elsie Hargreaves for the key.
3. The committee will have arranged the portable toilet with Andy Loos (01726 861656). They will deliver on a Friday for the weekend and collect on the following Monday. You may have to arrange for someone to meet them if there are locked gates or access issues.
4. Check land permission with Fixtures Secretary (Peter Morton). Use the contact page on the website if you do not have contact details.
5. Also check with Peter that on some areas which have SSSI status that permission from Natural England has been secured.
6. Car park: Farm fields can be used if they are not too muddy and easily accessible. The Planner should have some idea of where he wants the car park, so contact him well in advance of the event to allow plenty of time to organise this.
7. Compile the Risk Assessment [generic form is on the website] consulting with the Planner regarding risks in the terrain. This document must be approved and signed by both Organiser and Controller.

Roger Hargreaves will bring the radios and the LED Clock and tripod for use at the start. He will usually put those up if required.

Refreshments

Jeannie Bown will bring the tent, chairs and tables as well as the drinks set up, deals with this aspect of the event separately. Helpers will be needed to erect the tent.

From the store collect the following:

- One tent; 3 folding tables [one large, 2 smaller] and chairs; the toolbox containing hammers, tent pegs, red tape, staple guns, etc.
- Signs: road arrows and stakes, start, new large orienteering banners, "Download", "Have you remembered to download before leaving" and SI dibber hire information.
- First Aid case and rucksack
- Organisers carry case containing pens, staples, staplers, rubber bands, scissors, *entry forms (see note under Equipment needed for registration) and a supply of control cards to use if SI fails.
- **Multi-coloured map crates - one for each course. [Brown, Blue, Green, Light Green, Orange, Yellow, White + unlabelled] THIS FOR MAJOR EVENTS**

- Multi-coloured map crates - for white and yellow courses
- “Ask Me” bib and car parking helpers yellow tabard if needed.
- Board on which to hang car keys.

Order of jobs to be completed on the day of the event

1. Put out appropriate road signs (use the short stakes and staple gun as required) to direct competitors to the event. Do this early, about 8am, depending on travel time and number of signs to put out. Alternatively this could be done on the afternoon/evening before].
2. CAUTION RUNNERS signs may be needed; consult with Planner/Controller.
3. Tent need to be erected early to enable registration and downloading to be set up. To do this you will need at least 2 people from about 9am. You could ask others to turn up early to help you with this.
4. Ensure car-parking arrangements are in place. Volunteer may be needed. People start arriving about 0930. Display the large orienteering sign at the entrance.
5. Set up the start. Start times are 11am- 1.30pm.
6. Set up the finish. First finishers can be as early as 1120 hrs.
7. Put ‘Have you downloaded before leaving the car park’ sign at the car park exit.

Registration and SI Hire

- Registration is open between 1030 - 1300 hrs.
- Event charges: BOF Senior £8, non-BOF Senior £10, Juniors (under 21) and Students £3. Groups £10. Check BOF membership cards on registration to benefit from the £2 discount.
- **New seniors can pay £2 for 3 events on Yellow and Orange courses only. After 3 events the full price will be charged. ????**
- Dibber hire £1. Loss of dibber incurs a fee of £35.
- Remind everyone at registration that because of the insurance arrangements we must record everyone who takes part, i.e. if a group register the names of those taking part should be recorded - usually this can be written on the reverse of the form.

You will need 2 helpers for the first hour of registration. They will be responsible for;

- issuing registration forms and control descriptions
- taking fees
- keeping a tally of registration for each course on the form provided.
- hiring out dibbers at £1
- Compasses are available to borrow
- Car keys are kept on the board provided.

Equipment needed for registration and SI hire

- tent
- Course description board - liaise with Planner for this
- SI hire and Registration sign
- 2 tables and chairs
- Float of £30 [min suggested] with a container
- Tally sheets- copies in this folder.

- Ask Planner for number of maps available for each course and fill in on this form
- Sufficient pens
- Entry forms; check you have enough before the day of the event. If unsure consult Barry Olds
- Control descriptions: liaise with Planner, he/she will have made arrangements provide these.
- Dibbers for hire - Barry Olds will bring these
- First aid equipment
- Board for competitor's car keys

SI Input and Download

- Initially needs 2 experienced people
- Open from 1030 to approx. 1600 or until last competitor has finished
- Responsible for inputting competitor details on the computer, downloading dibbers after run and retrieving hired dibbers. Barry Olds can help with any problems.

Equipment needed for download

- 1 tent
- 2 folding chairs and tables
- Barry Olds provides everything else.

Manpower at start

- One person to be responsible for checking dibber clearance and following the Planner's instructions concerning start times [if any].
- To ensure a runner takes one map a single map should be placed under the front edge of the map box *or* whatever arrangement is made.

Equipment needed for the start

- Start clock and tripod.
- SI clear and check boxes - provided by Barry Olds.
- Start flag + pole.
- SI start and check box - liaise with Planner who has the case with all the SI boxes.
- Start Kite - put in place by the Planner.
- Red tape and pegs to mark the start box - a single box is OK for club events. Major events will have multiple lanes and time grid.

Manpower at finish

- One person to make sure the finish is dibbed.
- Responsible for notifying the Organiser if there are injured competitors either at the Finish or reported in the forest/terrain.

If the Finish is very close to Download/Registration the Finish may be un-manned

Equipment needed for the Finish

- Finish flag.
- The finish SI box positioned by the Planner.
- Radio walkie-talkie -provided by Roger.

Other Radio walkie-talkies are given to the Planner and Controller.

At 1330, or last start time, the start can be dismantled. The Finish and Download will continue to operate until the last competitor is accounted for. Then the tent can be dismantled and packed away. If this is wet it should be dried before returning to the store. All signs and notices can be removed.

After the event

- 1 The Organiser's comments should be emailed to Steve Beech to be put on the club website.
2. Fill in the event balance sheet form, provided by the Treasurer, and return it, plus any vouchers and receipts, with a cheque for the balance due after deducting expenses.
3. Return all equipment to the store or next Organiser.
4. Report any breakages or damage to the Equipment Officer.
5. Return start clock, tripod and radios to Roger Hargreaves at event.
- 6 Check the site is left clean and tidy.
- 7 Results are compiled and published by Barry Olds.