

Bristol OK Organisers Manual

Version 0203 (February 2003)

This Manual is a dynamic document and can be easily changed and updated. If you have any comments or suggestions about its content please let Ashley Cooper know (ashley.cooper@bris.ac.uk).

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1. INTRODUCTION

The Organiser is one of three main officials appointed by the Klub or Region to stage an event. The other two are the Planner and Controller. BOF Rule 6 lays down the duties of these three main officials. It is usual for them to be appointed at the same time, normally several months before the event. They must be full members of BOF.

These notes are intended to describe the various aspects of organising an orienteering event. Anyone involved in running an orienteering event is recommended to read the BOF Rules & Guidelines. These are available on the BOF website (<http://www.cix.co.uk/~bof/>) or may be purchased from the BOF office. Whilst these concern primarily the Planner and Controller, the Organiser should read the following as background:

Rule 1 - General
Guideline 1 - Environmental Good Practice
Guideline 11 - Safety

The Organiser should consult the event Controller if they wish to see a copy of the rules or require clarification on any point.

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. EVENT 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 the Organiser. The Controller will need to be satisfied that attention is being paid to the safety aspects of the event. However, on the day of the competition the Organiser must be prepared to take responsibility for safety issues since the Controller may be unavailable.

Most of the Organiser's work is done before or after the event. On the day, after satisfying themselves that the helper teams have no problems, the Organiser will not have any specific job, and will be free to deal with any problem that may arise.

With effect from Spring 2001 the system for manning an event was changed to reduce the burden on the Organiser. Whereas previously the Organiser was responsible for recruiting helpers for the various sections of the event, a squad process has been put in place to devolve responsibility. All club members have now been allocated to one of the following squads:

VEHICLE MANAGEMENT
REGISTRATION
START
FINISH
STRING COURSE
FIRST AID

Each squad has a co-ordinator and assistant co-ordinator who are responsible for providing all necessary equipment for their team and for recruiting helpers from their squad for each event. They will decide between themselves who will take responsibility for each event in the calendar. For each event, the co-ordinator/assistant co-ordinator will appoint a team leader from their squad who will be responsible for running the team on the day of the event.

The Organiser will receive a list of squad co-ordinators when appointed and should contact them all to discuss event requirements approximately 8 weeks before the event. The Organiser should also keep in touch with the squad co-ordinators in order to advise them of any requirements for the event, for example to advise where direction signs should be placed. A list of the current squad co-ordinators and assistant co-ordinators can be found in the Appendices to this document.

The following table gives some idea of the time-scale of planning for a colour-coded event, and when certain jobs should be done by the Organiser. Note that for bigger events such as Badge and National events many of these tasks should be done earlier.

2a ORGANISER'S TIMETABLE

3 Months before:

- Contact land permissions secretaries, Katy and Mark Dyer (0117 968 4173;family.dyer@btinternet.com) for the land registry which gives BOK information of nearest hospital, police contact, cheapest local toilet supplier etc.
- Confirm permission to use land with permissions secretary and possibly land owner. Be aware of any conditions attached to the permission.
- Liase with Planner over Car Park, Start and Finish location and suitable area for String Course
- Decide with Planner the event start time (usually 10.30am) and course closure time (usually 3.30pm)
- Prepare publicity (see example in Appendices)
- Inform local police
- Order toilets (after consulting Treasurer, Mike Forrest)
- Confirm with planner who is responsible for providing blank maps
- Determine where registration, toilets, traders, etc. are to be located on the day

2 Months before:

- Distribute publicity (see later)
- Discuss event with squad co-ordinators detailing special requirements and agree time of arrival of team leaders and their helpers

1 Month before:

- Agree with Controller on method of checking for "missing competitors"
- Agree with Planner who will tape off dangerous features in the competition area
- Prepare map identifying position of any road signs for Vehicle Management team
- Make arrangements for producing results (see later)
- Prepare information sheet for competitors. See Appendices for an example
- Prepare Risk Assessment form if necessary (see later)

- Inform any local residents who may be affected

1 Week before:

- Check that everything is ready with other officials
- Check location of nearest telephone, or have a mobile available
- Determine whether other officials will have mobile phones available and make list of numbers
- Know location of nearest hospital
- Get control cards if being used

Day of event:

- Give information sheets to Vehicle Management team for distribution to cars on arrival
- Co-ordinate activities of helper teams
- Synchronise Start and Finish clocks
- Confirm method of finding controller/planner in an emergency
- Have spare maps available for use in emergency (search)
- Have copies of courses available for searches

Later:

- Collect cash and results envelopes from registration
- Check with Finish team that all competitors are accounted for. Inform First Aiders accordingly
- Check controls have been collected (Planner should arrange this) and that Planner and control collectors have all safely returned
- Clear site, remove litter

After the event:

- Forward any bills to the Treasurer for settlement
- Send letters of thanks
- If applicable, prepare printed and electronic results (web) as soon as possible
- Send copies of results to the Gallopen, ASO League or Badge statisticians within 15 days
- Pass update to BOK Land Registrar
- Present statement of accounts to Klub Treasurer with net proceeds and two copies of results. (The Treasurer will settle land fees, BOF and SWOA levies, and toilets)
- Receive copy of first aid casualty treatment sheet for the event. This should be retained by the Organiser.

2b Finance

The entry fees are decided after considering the estimate of expenses. Event fees are fixed by the BOK Committee in advance and can be obtained from the Treasurer or Fixtures Secretary. Fees are fixed for ASO events for each season.

Financial responsibilities of the Organiser are:-

1. Administration of car park fees
2. Payment of First Aid service
3. Payment of publicity printing costs
4. Purchase of squash and plastic cups
5. Additional equipment hire, if any
6. Administration of entry fees and results envelopes
7. Payment for printing results
8. Settlement of Controller's, Planner's, Organiser's and Team Leaders' expenses
(BOK pays BOF rate for travel - confirm rate with treasurer)

2c Publicity

The Klub Fixtures Secretary registers the Event with BOF through the Regional Fixtures Secretary. This ensures that the event is insured and will be publicised by appearing in the BOF National Fixtures List and in the Compass Sport magazine and in the Regional Fixtures List in 'SINS'. ASO events are not normally advertised in Compass Sport to keep numbers within bounds. Details should be sent to the editor of the Klub Newsletter and to Jo Foster for circulation to schools.

In addition handouts should be produced for distribution at other events during the run-up to the Event. They should give the following details:-

- Event description/type (i.e. Colour-coded, Badge, etc.)
- Whether electronic punching will be used
- Date
- Location and map reference of car park
- Travel directions (including where signed from)
- Map details, e.g. scale, colours, date
- Type of Terrain
- Courses offered
- Registration/Start times
- Entry fees /parking charge
- Facilities - toilets, first aid etc.
- Whether dogs are allowed
- Safety statement; "All competitors take part at their own risk and are responsible for their own safety"
- Officials - Controller (and his club)
Planner
Organiser - name, address and telephone number

An example is given in the Appendices to this document.

2d Maps

The Klub has a stock of maps but increasingly these are not being replaced when used, but instead new maps are laser printed for each event. The Organiser should confirm with the planner that sufficient maps will be available and decide who will be responsible for providing them on the day.

2e Safety and Risk Assessment

Some landowners may require a risk assessment form to be provided to them as a

condition of access. It is good practice to complete such a form and should be done in collaboration with the relevant squad co-ordinators. An example is given in the appendices to this document and should include consideration of the following safety issues:

First Aid

The Organiser must arrange for effective First Aid to be available at some suitable location. A First Aid squad has been established to provide appropriate cover. The Organiser should ensure that an experienced orienteer should be available at all times, to assist the First Aid team in the location of an injured competitor. In practice this is likely to be someone from the Finish team.

The Organiser and the First Aid team leader should know the following:-

- nearest available casualty hospital
- nearest working telephone
- how to gain vehicular access to remote parts of the land, with a key to open any locked gates

Dangerous Features

These should be taped off with yellow tape: this is the responsibility of the Planner in the competition area and the Organiser elsewhere. Where roads are crossed warning signs for motorists should be put out by the Vehicle Management Team. Traffic marshals may be required.

Clothing

The Rules provide for full body cover, but exceptions can be made. If shorts are to be allowed a notice should be put up. On the other hand, extreme weather conditions and/or exposed terrain may require cagoules to be worn or carried, and advance notice of this possibility should be given. 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 or clothing transferred to the Finish or Assembly area, depending on the geography and size of the event. If clothing has to be transferred, carrier bags and numbered plastic sacks should be provided and the job must be done properly. It can be an arduous task. The Organiser should liaise with other officials to decide who will take responsibility for clothing dump and transfer.

Whistles

For ASO events the schools operate a policy of "No whistle, no go". For other competitors and events carrying a whistle is advisable but not compulsory. The Organiser should decide whether or not to enforce "No whistle, no go" for other competitors. If so, this should be clearly indicated to competitors on arrival (information sheet), in the assembly area, and at the point where competitors set out for the start. Whistles should be available for purchase in the assembly area if traders are not present. This can be done by map sales.

Missing Competitors

Although people take part at their own risk, efforts must be made to ensure no one is left in the forest. At events with manual punching it is usual to collect stubs at the Start and match them with the control cards of people finishing. At events using

electronic punching, a list of competitors who have not reported to the finish can be produced by the Finish Team.

Neither system is foolproof - both depend on everyone who starts reporting to the finish. The requirement to go through the Finish is printed on control cards (if used) but also should be emphasised by notices. An additional safety check is to use the "buddy system", with people being reported missing by their travelling companions and people on their own 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 torches in winter) and ensure sufficient help is available.

2f 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.

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 tell the first aid squad these details.

The Planner provides details of the courses and terrain for the advance publicity, and the master maps, map corrections and control description sheets on the day of the event. The planners' equipment is stored separately from other equipment and the planner is responsible for its collection and return.

If the courses cross roads the Planner or Controller may ask for road crossing marshals. Helpers may also have to be recruited for manned controls (Start Team), or drinks points (Finish Team) on long courses in hot weather. These requirements should be passed by the Organiser to the respective Team Leaders.

The Planner should also advise on a suitable area for the String Course, and again the Organiser should inform the String Course Team Leader.

2g Avon Schools Orienteering (ASO)

Avon Schools competition is held within BOK League and Gallopen events, and the Organiser needs to be aware of a number of additional considerations. These are described in a document sent to Organisers upon appointment as a supplement to the normal organiser's instructions, and are reproduced here.

Flyers

The flyer should include the following details:

- Type of event: Ordinary Colour Coded or Gallopen
- Electronic or conventional punching
- Date
- Location, with 6 figure grid reference
- Travel directions, parking arrangements and fee if applicable.

- Courses available (with string course if possible)
- Map scale
- Registration and start times
- Fees
- Organiser's name, phone number and e-mail address
- Whether dogs are permitted at the event

Please send 25 copies to Jo Foster for distribution to schools with the results of the previous event. This normally happens a week to ten days after the event unless there are two events very close together. If possible e-mail a copy to Mike Nelson for publication on the BOK web-site.

Fees

Currently £1.75 for Juniors and £3.50 for Seniors. Contact the BOK Treasurer, Mike Forrest if in doubt.

Control cards

These are kept by Jo Foster.

S.I. cards

If the event is using electronic punching children will need to borrow S.I. Cards. ASO has 40 for loan and these are kept with the BOK stock by Ashley Cooper. At the moment there is no fee for borrowing cards for Juniors, but any that are lost have to be replaced at the market cost (April 2002 this is £17.50).

Course information

Please ensure that someone (usually the planner), informs Jo Foster of the course lengths, climb and number of controls. Jo puts these onto the board and she takes it to the event.

The ASO courses are now run in school years

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

Registration

Key ASO rules to be aware of are:

- Children must put their school age class (Y5B etc), their ASO number and their school on the Control Card.
- Pairs are allowed on all courses but both names must be written on the Control Card. The age of the elder child will be the class in which they score.
- Shadowed pupils must have +1 clearly shown on the Control Card and the Registration Sheet.
- A second run by a pupil is non-competitive and must be marked as such on their Control Card.

- Competitors, teachers and parents from the same school, on the same course, must have their start times at least **three minutes** apart.

Finish

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

Results

These need to be produced as soon as possible and should include length, climb and number of controls for each course. **ASO numbers and +1's need to be included.** This is very important for scoring purposes. If Mike Nelson has not done the results then e-mail / send him a copy as soon as possible. He will then e-mail a copy to Tony Wright who will then produce the scores. Please e-mail Tony directly if you are doing the results. Final copies of the results need to be sent to:

- 25 copies to Jo Foster to be sent out to schools
- 1 copy to Mike Forrest. (This is necessary for calculating BOF levies)

3. VEHICLE MANAGEMENT

Arranging the location of parking 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.

- Forest roads can be used, in which case agreement of the Forester will be required
- It may be possible to hire a field for either a fixed fee, or a levy of say, 50p per car. A field enables facilities to be grouped together, and is more sociable, but may present problems in bad weather.
- It may be necessary to park at the 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" either directly or through the parish council, particularly if the car park is in a village or near to houses.

The car park must be looked at to see:-

- If it is big enough for the expected entry
- Whether there is an overflow area for use if more cars than expected turn up
- 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. Whether it will be better to separate cars from mini-buses? Is there a need for special arrangements for coaches
- If it can be approached safely from only one direction. Travel directions and sign posting will have to be arranged to ensure correct arrival and departure.
- If there is only one entrance and exit, which will need to be controlled by a marshal. Is police help needed if this entrance is from a main road?
- Whether competitors will have to use the same gates as the cars: Try not to mix people and cars

- What services will be sited in the car park. Decide where registration, first aid, shops will be located

The Team Leader should know the name of the landowner and of any conditions imposed by him, or the police, on the use of the area for parking. He and his 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.

On the day, people start arriving surprisingly early. Have the direction and other signs out in good time!

Drinks

Provision of drinks is also the responsibility of Vehicle Management. Sited near the Finish, this can be done by two people on the day. The Klub has a number of 5 gallon water containers. Allow 1 container per 100 competitors in average weather, but 1 container per 80 competitors in hot weather. Usually 4 containers suffice, fewer if there is an adjacent tap.

Put 4 litres of squash in 1 container and fill with water. Don't mix too much in advance - start with 2 containers. Also provide water only. Cups are available from the Klub. Large plastic bags are needed for the "empties".

Note

- Keep containers and cups high off the ground - dogs have been known to urinate on them
- In very hot weather it may be advisable to provide a water refreshment point on the longer courses.

4. REGISTRATION

The Registration Squad are responsible for map and whistle sales, entries, and enquiries. Registration should be open for business one hour before the first start time, especially if there is a long walk to the start. Map sales are usually conducted from a car and will need a cash float and supply of maps. They must know the entry fees for seniors and juniors, and the price of extra maps (it is BOK policy that full-time students pay junior rate, and helpers run free). It is also helpful for them to know the approximate distance and time to the start.

With effect from Spring 2001 a DIY entry procedure has been introduced to reduce the manpower required for registration.

Competitions using manual punching

The competitor should:

1. Select their course from the board provided by Jo Foster
2. Purchase map
3. Go to DIY registration tents where there will be a table with a supply of control cards. Two tents are suggested, one for white & yellow, one for the rest

4. Collect control card and complete all the details except start time. The lists of ASO, and BOF/BOK numbers will be displayed. Collect control descriptions for the desired course
5. For each course there is a prepared start list with times. Sign up (name, age class and club) on the start sheet against specific start time
6. Write start time on control card
7. Go to start

The procedure is overseen by Registration helpers who will give the competitor the appropriate control description list, and in the case of ASO competitions ensure that competitors from the same school are separated by at least two minutes.

Competitions using electronic punching

The Competitor is given an entry slip on arrival by the vehicle management squad – one form must be provided for each competitor. The competitor should:

1. Select their course from the board provided by Jo Foster
2. Complete entry slip
3. Purchase map
4. **If hiring SI card:** go to SI hire tent/car. The Registration team will take the entry slip and write the card number on it, checking that name and address are completed so we can track down missing cards. They will also process any fee due. The slip will be retained and passed to SI registration for manual entry. Competitors should be advised to allow 30 minutes between collecting their hire card and starting to allow time for data entry.
5. **If own (BOF registered) card:** go to SI registration tent (same as download tent). Competitors should give the helper their entry slip and enter their details by dishing a master station. Course will need to be manually confirmed on the system.
6. Go to DIY registration tents. Collect control descriptions for desired course and sign up on start sheet against specific start time
7. Write start time on control description sheet
8. Go to start

The Registration team will need to know:-

1. Whether people from the same club should be separated by a certain number of minutes
2. On which courses novices and children can compete in pairs
3. The distance and estimated time to the start

5. START

It is the responsibility of the Start Team Leader 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 has to "OUT OF BOUNDS" signs should be displayed.

White course master maps (supplied by Planner) must be displayed before the Start. Normally 3 are displayed at registration and one at the start. At Gallopens Yellow course maps are also displayed in this way.

The start grid can consist of one box (though some people prefer two) about 3m. square, marked out with tape and with the flip-over call-up board at one end and the start clock at the other.

Tapes must lead from the start line to the master map area, and a diagram of the layout of that area must be displayed at the start line. The Planner will have provided 3 or 4 master maps for each course; they should be laid out in groups each clearly marked - Blue, Green, etc. Unless there is a guarantee of dry weather the master maps must be under cover.

Competitors will be called up one or two minutes before their start times, depending upon whether one or two start boxes are used, with the call-up time being shown on the flip-over board. Where stubs are being used they will be collected, checked and kept in time order for each course separately. Stubs will be taken to the finish tent at regular intervals. When electronic punching is used, all competitors SI cards should be checked using a single "check" station to ensure that they have been cleared. The planner should provide at least one "clear" station at the start. Whistles should also be checked if a "no whistle no go" system is in operation.

Times on the control cards should be checked on the start line and the starter should indicate the location of the start kite. Where a punching start (electronic) is used, this should be explained to the competitors. It is usual for the starter to advise competitors to 'step over the line' at -10 seconds.

The danger periods for the start team are at the beginning and end of the event. At the beginning they will be unfamiliar with the system and so it is a good idea to send 'dummy' competitors through the grid at times leading up to the first proper start time, to help sort out the synchronisation of call-up and start times. Towards the end there will be so few starters that it is easy to lose concentration.

Late starters are dealt with by the Team Leader at his discretion, usually passing them through as quickly as possible without disturbing the proper running of the start. The Team Leader should discuss with the Organiser, prior to the event, whether it is practicable to alter competitors start times. If so the control card and stub should be altered using a green waterproof pen.

6. FINISH

Two computerised systems are used for running the Finish, depending upon whether the event is using manual or electronic punching. In both cases the setting up of the computers will be overseen by either Mike Nelson, Peter Foster or Ashley Cooper. The Team Leader will usually have been briefed on the setting up and operation of these systems prior to the event.

Competitions using manual punching

For these events the Organiser is required to produce an appropriate hand out to tell competitors what to do on arrival at the event.

The Finish Team will need to carry out a number of duties as described below:

- 1 person is needed to sort pairs & groups before crossing the line
- 1 person presses the finish button as the competitor crosses the line
- 1 person hands out numbered theatre tickets (important to check regularly that tickets and clock are synchronised)
- 1 or 2 persons staple tickets to control cards (upright in top left front corner)
- 1 person takes in control cards and hands out DIY tickets produced from the computerised finish system
- 1 person sorts control cards into classes

As soon as is practicable (depending on manpower) stubs should be linked with control cards to check that all competitors have returned. Usually the stub will be stapled onto the back of the corresponding control card facing outward.

Towards the end spare helpers can check punching as required. If punching is checked on the day the Controller can identify problems and determine 'incomplete cards', speeding up production of results.

The Team Leader needs to be ready to note any problems the competitors may have and also liaise with First Aiders should there be a casualty.

Competitions using electronic punching

The Finish Squad Co-ordinator is responsible for holding the current electronic copy of the SI entry form in order to update it as required. The Organiser should ask the Finish Squad Co-ordinator for this and produce sufficient photocopies based on previous similar events. Depending on the size of the event the finish equipment may comprise as many as three networked computers, a thermal printer for producing individual competitors splits and a laser printer for producing overall results. *At least* the following helpers are required:

- 1 person as a "runner" to bring entry forms from registration
- 1 person for data entry
- 1 person to operate each download station
- 1 person to oversee incoming runners
- 1 person who is familiar with the operation of the system to resolve problems

Results on the day

It is best to combine the Finish and Results at a small event i.e. up to 500 competitors. At events using manual punching a DIY system operates. On leaving the Finish, the competitor receives a slip with his finish time recorded. The competitor enters start time and calculates the time taken, as well as filling in name, age class, club and course. The competitor staples this over the results line in the appropriate place.

Long lengths of string should be provided, and the Courses are clearly marked to indicate where each course results should be put up. Staplers on long lengths of string to be provided and must be replenished when necessary. To encourage competitors to display their results it is advisable to have a small table and pens for filling in the slips and a board showing the relationship between real and race time.

At events using electronic punching the results will be printed from the system at regular intervals and displayed on appropriate boards.

Final results

The Organiser should discuss who will be responsible for producing results with Mike Nelson. For events using electronic punching, results are produced by the system and provisional results can be mounted on the web page within a few hours of the event finishing. For events using manual punching, control cards must be checked and times taken calculated. In each case results are provisional until approved by the Controller. Comments are required from the event officials (Controller, Planner and Organiser). For Colour-coded events the Colour Standard has to be shown for each course.

Results need to be produced as soon as possible after the event and should include length, climb and number of controls for each course. For schools events ASO numbers and +1's need to be included. This is very important for scoring purposes. If Mike Nelson has not done the results then e-mail / send him a copy as soon as possible. He will then e-mail a copy to Debbie Craddock (Tony Wright after July 2002) who will then produce the scores. Please e-mail Debbie directly if you are doing the results. Final copies of the results need to be sent to:

- 25 copies to Jo Foster to be sent out to schools
- 1 copy to Mike Forrest (This is necessary for calculating BOF levies)

Colour Standards

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 at least 50% of those who started the course (including the retirals and disqualifications) or 150% of the winner's time - whichever gives the larger number of qualifiers. The Controller may extend the qualifying time at his discretion, but may not reduce it.

7. STRING COURSE

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 - 1000 metres.
	BOK's string reel is somewhat over 1000m
Controls -	8 - 10 in number

A single sheet of paper with map on it should also show control descriptions, and have boxes for punching along one edge. It is best to provide a suitable map bag in case of bad weather.

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

Results: Preferably in alphabetical or registration order

8. FIRST AID

The Squad leader and members are qualified First Aiders and will ensure that their First Aid qualifications are current. The role of the BOK First Aid Squad is to provide First Aid cover at orienteering events organised by BOK (including Avon Schools' Orienteers). For larger events, e.g. Badge, National and multi-day events, the BOK First Aiders can be replaced by Voluntary Organisations.

Event Procedure

1. Squad Leader should check with the Organiser for the level of First Aid required.
 - BOK Squad required: Squad Leader will organise First Aid cover and ensure the Squad has the necessary equipment.
 - Voluntary Organisation required: Organiser will arrange Voluntary Organisation cover.

2. Squad Leader will check with the Organiser the following:
 - Siting of First Aid vehicle, near the finish.
 - Times of arrival and departure of First Aid Squad.
 - Location of nearest hospital.
 - Vehicle access points to the event area, including grid references and key holders.
 - Motorable roads in the event area.
 - Communications including use of mobile phones and numbers, location of public phones. First Aiders should bring mobile phones if possible.
 - Use of First Aiders in search procedures, and provision of concurrent First Aid cover at the Finish.
 - Provision of master maps for First Aid Squad and ambulance.
 - Location of emergency first aid rucksacks.

The First Aid Squad will keep a record of all casualties treated in the Casualty Report book and give a copy to the Organiser after the event.

First Aiders will remain with the First Aid vehicle unless called away to an emergency.

Participation in Casualty Recovery or Search

As previously arranged with the Organiser, all First Aiders should attend the event ready to take part in casualty recovery or search. They should have adequate warm and waterproof clothing, torch and food. The BOK search procedure can be found in appendices 7 and 8.

Appendix 1 - Squad co-ordinators and assistant co-ordinators

	Co-ordinator	Assistant Co-ordinator
Vehicle Management	Clare Fletcher 01225 336704 clarefletcher@waitrose.com	Richard Raynsford 01749 890418 richardraynsford@aol.com
Registration	Phil Warry 0117 965 4287 pwarry.gosw@go-regions.gov.uk	Nolan Family 01275 843548
Start	David Urch 01275 857330 david@urches.freemove.co.uk	Speight Family 01275 853213 jspght@aol.com
Finish	Fawkner-Corbett family 01225 318581 fc@fcbath.freemove.co.uk	Piers Angliss 01275 846113 piers.angliss@virgin.net Robin Walker 01275 462879 robin.walker@bristol.ac.uk
String Course	Johnson Family 01275 394265 pauljohnson.graphics@virgin.net	
First Aid	Katy Dyer 0117 968 4173 family.dyer@btinternet.com	

Appendix 2 - Example publicity flyer

BOK ASO EVENT
Sunday December 3rd 2000
Stock Hill, Mendip Forest
Map Ref. ST 550 515

Avon Schools and BOK Mini League Event
Using Electronic Punching

Car Parking : Stock Hill, signposted off the A39 between Chewton Mendip and Wells.

Map : 1:10 000, revised 1997

Terrain : Mixed woodland with many tracks and contour features.

Courses: White, Yellow, Orange, Light Green, Green, Blue.

Registration: 9.30 - 12.15

Starts: 10.15 - 12.30

Entry Fees: Seniors £3.00 Juniors £1.50

SI card hire: Seniors £0.75 Juniors Free

Officials:
Planners: Howard Thomas and Ashley Cooper BOK
Controller: Trevor Griffiths BOK
Organisers: Peter and Jane Stagg,
77 Locksbrook Road,
Lower Weston, Bath, BA1 3ES.
Tel 01225 421090
Email: peter@stagg.org.uk

All competitors take part at their own risk and are responsible for their own safety.

Appendix 3 - Example competitor information sheet

STOCK HILL

Whistles should be carried. Some parts of the area still have high brambles but the courses do try to avoid these bad spots. The area is very wet throughout. Do not navigate by towers, as there are several that are not mapped. Note: The start is 5 minutes walk from registration.


INSTRUCTIONS FOR THE EVENT

1. Please complete the entry form you have been given, **before** going to map sales & registration – one form must be completed for each competitor.
2. **MAP SALES.** You must go to map sales (and SI card hire if necessary) **BEFORE** registration. There are some map corrections.
3. **SI CARD HIRE.** If you do not have your own SI card you must hire one. An SI card will be issued and its number will be entered on your form. Your form will be kept for manual entry into the SI system.
4. **SI REGISTRATION.** If you have your own SI card go to the SI registration tent (same as download tent). Give the helper your entry slip and enter your details by dishing a master station. Your course will need to be manually confirmed on the system.
5. **START TIME.** You must then go to the DIY registration tents to obtain a start time for your selected course, which will be entered on the control description sheet for you.
6. **CLEAR.** At the start you will need to 'clear' your SI card. The 'clearing' units are located at the start. Please clear your SI card below your start time is called.
7. **PRE-START.** When your start time is called show your control description sheet to the official and enter the pre-start boxes. Your SI card will be checked at this point to ensure it has been cleared.
8. **START.** A punching start is being used. Your race time will start when you insert your SI card into the start unit so don't worry if you have to queue for a few seconds.
9. **On your COURSE.** Make sure that the CONTROL units beep and the lights flash when you 'dib' at each control on your course. You must take the controls in the correct order. Report any problems at the DOWNLOAD when you finish.
10. **FINISH.** Please ensure that you 'dib' at the FINISH control unit.
11. **DOWNLOAD.** All competitors **must** report to the DOWNLOAD whether you complete your course or not. **YOU MUST HAND IN ANY HIRED SI cards** at this point. Any cards lost or not returned will be charged at £17.50.
12. **COURSES CLOSE** at 2:30pm.

THANK YOU FOR COMING, AND ENJOY YOUR RUN!

Appendix 4 - Example SI registration form

ENTRY FORM - PLEASE USE CAPITAL LETTERS AND FILL IN ALL POSSIBLE SECTIONS **BEFORE REGISTERING**

Forename	<input type="text"/>		Own card number	<input type="text"/>
Surname	<input type="text"/>		Rented card number	<input type="text"/>
Club / School	<input type="text"/>		Telephone Number	<input type="text"/>
BOF Age Class / School Year	<input type="text"/>		Vehicle Registration Number	<input type="text"/>
Course Colour	<input type="text"/>	<input type="text"/>		
BOF / ASOA Number	<input type="text"/>			

Appendix 5 - Example risk assessment form

ORIENTEERING EVENT RISK ASSESSMENT

Event location:..... Date of event:.....

British Orienteering Federation Guidelines No. 11

"Orienteering involves people with a wide range of physical abilities making their way across potentially hazardous and challenging terrain. Despite this, the incidence of serious injury is relatively low. The responsibility for competing safely will be the competitors (Rule 1.7.1)

General Considerations

Risk to competitors		
Issue	Precautions	Responsibility of
Danger from terrain	Out of bounds areas marked on map and on the ground Dangerous crags taped off	Controller
Danger from traffic	On the course - road crossings supervised Routes to start/from finish assessed for hazard	Controller Organiser
Minor injury/medical issue	First aid team at finish Mobile phones available Responsible person at finish	Organiser
Major injury/medical issue	Location of nearest hospital known Whistles carried	Organiser Competitor
Minor lacerations	Full arm/leg cover required	Competitor
Exposure	Appropriate clothing compulsory	Start team
Dehydration	Drinks at finish	Organiser
Over-ambition	Age recommended courses Young competitors only on paths Youngest competitors to be accompanied	Controller Controller Parent
Lost competitors	Assistance given by other competitors Requirement to report to finish Checking system in operation Search procedure prepared	Competitor Organiser Organiser
Risk to non-competitors		
Individuals running	Questions answered at start/finish access points Information sheet carries warning of cycle/horse presence	Team leader Organiser
Risk to the environment		
Damage to livestock/property	Third party insurance cover. £5,000,000 limit for loss, injury or damage	BOF
Hygiene	Portable toilets provided	Organiser
Disturbance to habitats	Sensitive areas to be avoided	Controller
Litter	Removed by competitors	Organiser

Particular considerations for competition location

As appropriate.

Appendix 6 - Other useful contacts

NAME	TELEPHONE	E-MAIL
Jo Foster (ASO Treasurer)	0117 9421572	Pfoster001@aol.com
Ashley Cooper (SI equipment)	0117 9741787	Ashley.Cooper@bristol.ac.uk
Mike Nelson (BOK)	01275 852961	MikeNelson@freenet.co.uk
Mike Forrest (BOK Treasurer)	0117 9247441	Mike@forrests.demon.co.uk
Tony Wright (ASO Statistician)	0117 9623758	tonypwright@hotmail.com
Piers Angliss (ASO Secretary)	01275 846113	piers.angliss@virgin.net
Chris Pearce (ASO Chairman)	01275 847381	cdpearce@hotmail.com

ADDRESSES

- Jo Foster: 8 Windsor Rd, St Andrews, Bristol, BS6 5BP
- Mike Nelson: 23 Kingston Rd, Nailsea, Bristol, BS48 4RD
- Mike Forrest: 70 Upper Cranbrook Rd, Redland, Bristol, BS6 7UP
- Tony Wright: 76 The Crescent , Henleaze, Bristol, BS9 4RR

Appendix 7 – BOK search procedure

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 (all to be done by the Organiser)

- a. Discuss safety issues and search plan with Controller, Planner and Safety Officer. Read BOK Search Procedure and BOF Guideline 11 Event Safety.
- b. Identify possible search team people including First Aiders. Check proposed location of Emergency first aid rucksacks with BOK First Aiders.
- c. Know local police tel. nos.
- d. Have means of communication e.g. mobile phones, radios.
- e. Divide orienteering map into sectors, identifying driveable roads, access gates (keys).
- f. Have spare maps and copies of the courses to hand.
- g. Have pen/paper/Search proforma on the day.

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

- a. Decide if person is really missing. Check:

Times overdue (stubs or download)
Course
Age/experience of person
Terrain
Daylight hours left
Carpark
Who has reported the person missing

- b. Start to keep written record or use Search proforma.
- c. Keep relatives/friends of missing person informed and appoint some one to look after them at Event site if necessary.
- d. Make further checks in carpark, download, stubs and cards, phone home using tel nos on entry form/ cards etc.
- e. Get details of missing person 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 FirstAid.
- h. Be identifiable and stay in one known location so that people know where and who you are. Suggested locations are the carpark or 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 1 or 2 run the course. Bicycles may be useful here.
- b. Longer courses. Teams of 1 or 2 run sections of the course, meeting at predetermined points. With electronic controls a runner with lap top computer could check which controls have been visited. A car may be used to carry searchers to search points.
- c. If missing person is found then the Organiser will decide what First Aid is needed and plan how to bring the person back to the carpark/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 eg with the Organiser or dumped at a prearranged place.
- b. Size of teams depends on terrain, nos 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 carpark/hospital. The police, other searchers and relatives must be informed as soon as possible.
- e. If the missing person is NOT found, the police must be informed. Hopefully there is a member of the police with the Organiser by then. The police may take over at this stage. The safety of BOK searchers needs to be considered and they may need to be recalled for resting. It is important to explain to the police how long the searchers have been out especially if it is winter or the weather is bad.
- f. In the unlikely event that the police have not yet appeared, the Organiser and Controller should only continue the search after discussion with the police and careful assessment of the condition and resources of the BOK personnel.

6. AFTERMATH

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

