



Derwent Valley Orienteers

Notes for Event Co-ordinators

Thank you for agreeing to be the Event Co-ordinator for a Club event. These notes apply to Levels A, B and C events i.e. those other than local, limited course events. These events will be run using the team structure, so your main functions are: responsibility for the assembly area and ensuring the Team Leaders/Deputies have put together adequate teams for the day. The BOF Rules describe your role as the "Organiser" and reading the Rules in their new more readable format is recommended.

If you need any advice, please speak to your Controller or the Event Officials Co-ordinators. To find the names, e-mail addresses and phone numbers for these and all other committee members and team leaders, logon on the DVO website and go to Members/Members Area/ Membership List. Contact the Web Master for a login password

Our main aim is to ensure the day runs as smoothly as possible and that participants go away feeling they have enjoyed the day and would come to another DVO event!

INITIAL PREPARATIONS

1. Check you have all the contact details for officials (Planner, Controller, Access officer).
2. Consult with the land access negotiator or DVO's Access Officer about the use of the area. Obtain a copy of the letter/email from the Landowner (or his agents and tenants) permitting the event to be held. Written agreements for some areas will not be forthcoming - e.g. Carsington, which is carried out by "Gentleman's Agreement", so double check with the Land Access Negotiator that they have spoken and confirmed the use of the land. Note any restrictions.
3. Confirm the location of the car park (liaise with Land Access Negotiator) and possible bad weather or field not harvested (e.g. silage cutting) alternatives. What are the arrangements for opening locked gates to fields/track access to assembly field/carparks before and on the day of the event? Who will lock up after the event and at what time?
4. Inform the local police about the event - provide date, location, your name and address. The preferred method is to use the "My Police" website for Derbyshire Police, leaving a message for the Neighbourhood Police Team local to the event. The police will need to know whether any public roads are crossed (consult with Planner) and what action has been taken. E.g. signs on road, marshals, entrance to car park etc. Know the postcode for the car park/assembly, in case you need to contact the Emergency services (this may be a nearby building). Postcodes for other access points to the area may also be required for larger areas. The police may not want much input, but it's useful to have a written acknowledgement that they are aware the event is taking place.
5. For Level A and B events where lots of traffic is expected, let the parish council know the date of the event and the times when the roads are likely to be busiest.
6. Arrange a site visit with the Planner in order to liaise on the relationship of the assembly area and start and finish areas.
7. Check for useful information about the area and previous events on your area on the DVO database. You'll find it on the DVO website. You need to be logged on as a member to see it. If you aren't registered as a member on the website you can do that by clicking Register under DVO Members (top left) on the DVO website. You'll get sent a login ID and a password. You can then logon using Login

in the same place. Now when you click on Members the top item is Members Area and under that you'll find DVO database.

8. Please co-ordinate with the Planner to take some attractive photos of the event area, suitable for use in promoting the event, and forward these to John Cooke for inclusion in the Gallery area of the website and inclusion on the event Facebook page - landscape is most suitable for the latter. This normally done 4-6 weeks before the event.
9. The DVO Publicity working group will create an "Invitation" for the Level C, B and A events, almost as soon as they are registered with BOF. The brief but inviting format is intended to attract people's attention and reserve the date in diaries. The full event details are on the Event Flyer, see below.
10. If you are a Facebook user it would help create anticipation for the event if you post to the DVO Facebook Group encouraging discussion, as well as keeping a lookout for queries about the event. Members of other Clubs often post queries on Facebook rather than emailing. If you do not have the expertise contact Richard Parkin to provide the know-how.
11. Agree the details to go in the Event Flyer; the Controller is the ideal person to check the content is correct before publishing. The event flyer should be available on the club website at least 2 months before the event. A blank template is available on the Members webpage (Members\Officials Help Page\Event Flyer Template.doc). Details may also need to include if dogs are allowed into the competition area, assembly area or car park. Let the Fixtures Secretary have a copy to make sure the BOF website has the correct information. The flyer is not to be mixed up with the event final details for Level B and A events, see description of content later in this document.
12. Contact all your team leaders/deputies to make sure they know you are the Co-ordinator and that they have begun work on finding teams for the event. Their contact details are at Members\Members Area\Membership List – 2nd page (Don't forget to login first to see the Members Area).
13. It is important we put on a string course. The String Course Team Leader is collating maps of previous string courses we have used at previous events. She will organise the people to put on the course and collect the equipment.
14. As Co-ordinator you are not responsible for anything beyond the start and up to the finish. Any requirements on the course such as stiles are the Planner's responsibility, though they may ask you for help e.g. for road crossing marshals.
15. Event Budgets - As soon as possible after accepting the role as co-ordinator for a Level A, B and C event, the co-ordinator should contact the Club's Treasurer who will provide a guideline budget for the event. Its purpose is to identify all significant costs early and produce a realistic estimate of the likely income/expenditure balance for the event, therefore checking that the entry fee structure is appropriate to the event. The Club has amassed a considerable event database of both competitor numbers and costs. So, as an organiser, please contact the Treasurer as early as possible to obtain a guideline budget for your event against which projected income and costs can be compared. Guidelines how an event budget is developed are in Appendix B.
16. If you have to purchase consumables for the event (orange juice, toilet rolls) please retain all receipts for reimbursement.
17. Toilets – check if there are any on the site and if they are open and can be used. If not, order portable toilets. Contact is Kniftons (based in Morley, Ilkeston on 01332 831649). Allow one unit for

100 competitors. Larger events will need a greater mobile capacity – you may also need toilets at the start if it is remote from the assembly/car park area. Check you have enough toilet rolls!

18. For a larger Level B or a Level A event, you may need a marquee, which could accommodate enquiries, registration and download, all in one place. The contact is Mark Capper, Ascot Marquees, 51 Hastings Road, Sheffield S7 2GT (0114 236 6381/07930 941 775). We usually order one 8m x5m, with 6 tables, 10 chairs and matting for the ground. For smaller events club tents can be used and occasionally a room may be available.
19. You will need to arrange to meet the toilet company and marquee people on site, usually on the day before the event, to check they arrive and put the equipment in the right place.
20. For Level A and B events, a site visit with the Planner (and possibly the Controller) and the Team Leaders (especially Traffic Team) is recommended.
21. If drinks are being provided, check if there is a water supply on site. It is becoming more common to ask competitors to bring their own drinks.

Event Safety

22. First aid and Mountain rescue – The current club policy is that we will endeavour to arrange appropriate first aid for any injured competitor, be that assisting the competitor to the local hospital or directing the emergency services to the competitor in the field.
For Level A and B Events, the Club will normally ‘buy in’ First Aid services. PeakMedicare are recommended, at £175 they are much cheaper than the Red Cross or St John. Contact jayne@peakmedicare.co.uk. Mountain Rescue team no longer attend events.
For Level C and D Events a first aid kit and Space Blanket (thermal insulation) will be provided at the finish and, if appropriate, elsewhere at the event. A Space Blanket will also be available at the Start and Download, as well as the Finish.
Anyone attending a casualty in the forest should take one of the thermal blankets with them and ensure the casualty is kept warm especially if not mobile. The first aid kit is largely intended to stabilise the competitors condition (e.g. minimise hypothermia) until professional support can be provided. Depending on the event, we may also be able to provide some first aid cover with the qualified First Aiders in the Club. We would not normally expect the club to take an injured person to hospital, rather look after them until a friend or family member can take them.
Details of and directions to the local hospitals should be included within the risk assessment / rescue plan. Discuss first aid provision with the Controller, in conjunction with doing the Risk Assessment. Copies of the directions and addresses of local hospitals should be available to give to those who need this information, normally kept in a Safety Folder at Download or with the Organiser.
23. **A Risk Assessment must be carried out for all events.** Access a copy of the risk assessment form from the British Orienteering website and begin filling this in – it will need to be completed in consultation with the Planner and signed off by the Controller¹ and then copied to the Event Official co-coordinator two weeks before the event. It is also useful to produce a Rescue Plan to demonstrate how we would bring an injured competitor and emergency services together. The Event Official co-ordinators can provide examples of these documents. Consider how the risk will be managed or mitigated against. There may be an existing assessment for the area which you can use as a basis. Include reference to whistles and lightweight water proof jacket if required. Include in the Risk Assessment if there are any road crossings and how traffic in and out of the event is controlled to

¹ Alternatively another Controller, a Coach or an Event Workshop Tutor may sign off the risk assessment as long as that person has attended an Event Safety Workshop.

reduce risks. For a Level A or B event, it is now best practice to appoint an Event Safety Officer as a separate role. Contact The Event Safety Officer for information and assistance.

24. If the event is in winter or the terrain of the area is particularly remote, steep or craggy, consider if we will make whistles and/or water proof jacket compulsory – if we do, then signs will be needed and someone will need to be appointed to check for these items before people leave the car park on the way to the Start. You may also need to provide a clothing dump, accessible on the way to the Start and back from the Finish. Details of these arrangements should be included within the event details. Alternatively, the Final Details may advise runners that waterproof jackets and/or hat and gloves “should be taken” given the conditions. Liaison with the Event Safety Officer will help with these decisions.
25. Check if there are radio and mobile phone signals in the area. If you can't use the DVO radios (These operate by line of sight only) (Download Team Leader brings them with the Download computer kit), you will need to have the mobile phone numbers of key people (but these may not work well in some areas) or a plan to have runners relay information between the key locations.
26. Let team leaders/road marshals have a list of numbers and the emergency procedure. Best practice is to provide these as a laminated list to the Team Leaders and other event officials.
27. DVO event Organisers and Co-ordinators should have attended the Event Safety and Welfare Course.

Car Park / Traders / Catering

28. Arrange with the landowner a suitable field/area for car parking. This is the Land Access Negotiator's job. Liaise with Land Access Negotiator first as some landowners only wish to negotiate with one named person. Avoid on road parking and linear parking whenever possible even if this involves a car parking charge. The land access negotiator may be able to help with finding a car park.
29. The land owner may require a car parking charge to be collected. This can be retained by the landowner in lieu of an access fee or in addition. Sometimes the landowner asks for the car park receipts to be passed on to a charity. If the landowner collects the car parking fees then usually everyone must pay. If the car parking fee is collected by DVO volunteers, helpers may be offered free parking if the landowner agrees.
30. If there are no restrictions on traders by the landowners and there is enough car parking space, contact Compass Point or Ultrasport to check if they will be attending (usually only the bigger events), likewise O-Nosh and Podium Catering. If not look for a local mobile catering firm. Also see if a local voluntary group or the East Midlands Junior Squad would like to provide a cake stall.

ONE/TWO WEEKS BEFORE THE EVENT

1. Check with the Team Leaders that everything is arranged in terms of staffing and shifts. Confirm that you will pick up the equipment from the DVO garage (though the String team normally pick up their equipment and this saves you some space). For Level A events and possibly Level B events, the Assembly Team take on responsibility for the Assembly. Confirm you have details of mobile phone numbers for the team leaders for the event, planner, controller and first aid cover which you can take to the event and also give copies to those involved. You may want to send them a map showing parking/start/finish. It is also useful to let them know First Aiders, nearest hospital (this will be on the Risk Assessment).
2. The shed is located on the A610, Ripley Road, Riversdale, Ambergate DE56 2EU. – Grid ref 357519. The track to the garage starts where there is Network Rail access to the railway, between the traffic lights and New Road. The key holder is Paul Wright, (01773 856387 or cpstwright@tiscali.co.uk).

3. Collect the equipment you need in good time, so you check it is all there and whether we need to purchase anything. Start clocks are kept at the home of the Start Team Leader. Level D events are expected to use own wrist watch. A daytime visit to the garage is recommended as the battery operated lanterns are small or the strip lighting needs to be connected to your car battery terminals. Mornings are better as more light enters the shed. For larger events consider hiring a van if there is a lot of equipment to transport.
4. For level A and B events, there will be pre-entry and limited Entry on the Day (EOD), depending on the number of spare maps and start times. Check with the Fixtures Secretary whether an online entry company such as Fabian4, are being used and what entry prices have been set (useful for phone/email enquiries and flyer details).
5. Maps and control descriptions – the Planner will have these and will need to ensure they are at the Start (in appropriate course identified containers/bags) and/or Registration. For Level A and B events single copies of the White and Yellow maps also need to be on view in the Assembly area. At Level C events the White and Yellow maps are given to competitors at Registration. Control descriptions are normally given out at registration but at larger Regional events, they will be available only at the Start. Liaise with the Planner.
6. You will need a float for entries/dibber hire – usually a quantity of £1 and 50p coins. The Registration team leader may have this already available.
7. You may want a kit of useful things – tape (red/white and black/yellow), scissors, paper, felt pens, string, mallet – The basics can be found in the garage in a shoe box sized plastic blue box. See Appendix A for a kit list suggestion.
8. Collect all paper work together that needs to go to the event and file in a single wallet. This should include: copies of the Risk Assessment (one for yourself, one for Download tent and one for the Controller), Rescue Plan (see additional notes on DVO website)(your copy and for the Controller), Incident Forms (2 off) and Team member attendance sheet (see below for details). Have a list of mobile phone contact details for Landowner or who is able to give access to carparks/fields/gate key holders, marquee and toilet company contact numbers. Signs with the course length details (laminated or in plastic wallets) for the Registration cars and also for Enquiries. Distances to start and back from Finish. Any Safety Notices required on routes, at Registration, Start or Finish, evidence of permission to run the event from the landowner or other agencies. Registration slips can be found on the DVO website at the Member/Official Help Page (the back to be printed with any final details including the course distances).
9. Copies (laminated for Level B and A events) of the contact numbers of the key event officials for you, the Planner, the Controller, the event Team Leaders/deputies and a copy in the Download tent.
10. For larger events we will need a Jury to deal with complaints and/or appeals- this is three Grade B Controllers from outside the Club for Level B competitions and three Grade A controllers from outside the Region for Level A events. Contact BOF for a list if necessary.
11. Final details: For larger Regional events you will need to produce final details for posting on the DVO website 2 to 4 weeks before the event. Agree these with the Planner, Controller and Download Team Leader (Mike Godfree). Examples are available from other events. Put a version/date on the Event Details so it is clear to readers when there are changes to the text or/and information, for example parking location changes.

12. If local residents are likely to be affected (e.g. going past houses when walking to the start or traffic) then consider notifying them or their residents association if there is one. Similarly if the area is used by dog walkers, then put up notices a week or so before warning them of the event.

ON THE DAY

1. The Event Coordinator needs to be available in person or via phone/radio, to make decisions throughout the duration of the event. [British Orienteering Rules, Safety 14.0]. Safety and risk management throughout the duration of the event is the Coordinator's responsibility.
2. If you are putting out the road signs, these need to be done early or even the day before, so helpers, as well as runners, can find the parking. Use the large signs wherever possible and don't obscure traffic signs. For large events traders can be arriving from 7.30am and coaches from 9am. You may need to mark the countdown to the car park (e.g. 200 metres, 100 m)
3. Take the appropriate equipment to the start/finish or make sure you have arranged for the team leader to collect it from you. Think about the well-being of your event teams. If the weather is forecast to be bad, or even very hot, consider whether you should provide shelter, drinks etc.
4. Enquiries/registration/download – these will be either in the club tents or the marquee. At smaller events cars may be used for registration. Provide the numbered key board or envelopes for people to put their car keys in (with their name).
5. One of the First Aid bags should be at the Enquiries/registration/download area (Assembly Area); also one at the Finish. Some events if the Assembly area, Start and Finish are very far apart then it may be necessary to have another First Aid kit at the Start. Discuss with the Controller and note this in the Risk Assessment.
6. Ensure the start and finish teams have taped the route from assembly to the Start and back from the Finish. Highlight to the Start team where not to remove tape when they are clearing away, that is required by finishers returning to Download. There is red and white tape for route markings available in the shed.
7. Check all the team leaders/deputies/road marshals arrive and know where they are going. This may be done by phone calls. Make a comprehensive list of all team members (BOF members or non-members) who helped on the day and did not run. Have a copy added to the DVO database area for the event (BOF require this list to be held for 5 years for insurance purposes).
8. Control collecting is the Planner's responsibility and should be organised with the Control Collector's Team Leader.
9. If you have put out tapes/signs the day before and the area is open to the public, walk the tapes in the morning to make sure they are still ok.
10. Be around, so people can contact you if needed but most of your work is over now, so relax and enjoy the day!

AT THE END OF THE EVENT

1. Check with the download team that everyone has returned from the courses and that there are no cars on the car park which can't be accounted for. A "missing" person may have gone home without downloading.
2. If anyone is missing, you will need to arrange for a search to be carried out – do this in conjunction with the First Aid/Safety team.
3. Ensure all the teams have cleared away their equipment and given it to you to take to the shed, or they are taking it back (some of it may need drying out first). Return equipment to the garage.
4. Check that all the control collectors are back - never leave one person still collecting controls (even just yourself collecting). See everyone out of the car park/assembly area. Check the site for litter and lock any gates.

AFTER THE EVENT

1. Email round to team leaders and anyone else appropriate and thank them for their help (e.g. landowner, Red Cross).
2. The results and participation numbers are sent to BOF by the Download Team within a week for all events level C and above.
3. Ensure that any incident report forms are sent to BOF within a week, in case any claims are made.
4. Retain the names of all helpers (those who have run will be in the results but you need the others, in case of any insurance claim)
5. Check with Press Officer that a press release is being sent out and he has all the information, including photographs, he needs.
6. Finances – You may wish to pay certain expenses directly from the monies collected on the day e.g. the agreed access fee(s) to the local landowner(s). The remaining income should be deposited in the Club's account as soon as possible. This can be done by transferring the money electronically from your bank to the DVO account (Sort code 77-22-39, account number 12740968, name Derwent Valley Orienteers), or at any Lloyds branch, quoting the same details.
Let the Treasurer know the amount you have deposited from the event with details of any cash payments that you have made from monies collected on the day.
Advise the Treasurer of any other outstanding expenses e.g. for yourself, the Planner, the Organiser etc and he/she will refund these. The Treasurer will also pay the appropriate British Orienteering and East Midlands levies based on the number of entrants for the event.
7. If you have any lost property, ask the webmaster to put a note on the website.
8. Complete the equipment return form to aid the Equipment Officer to repair and replace equipment
9. Feed back any information you think may be useful to future organisers to the Fixtures Secretary for inclusion on the database.

EVENT CANCELLATION

1. The planner, controller, co-ordinator or the Chairman of the DVO Fixtures Committee or Chairman of the DVO committee may have cause to propose that the event should be cancelled. This is usually due to events outside the control of the club such as poor weather but it may also arise from say Police or other safety concerns. The responsibility to cancel the event lies with the co-ordinator, although the club would expect any decision to be taken with advice from the controller and potentially the Planner and Fixtures / Committee Chair.
2. In the event that the competition has to be cancelled you need to put a notice on the DVO web site and on the BOF event fixtures page. Contact BOF office directly if decision made on a weekday (office open 9am to 5pm) or contact Fixtures Secretary who can also access the BOF fixtures page. The webmaster has access to the DVO web site so an e-mail to him should do the trick. Obviously you also need to advise your team leaders and other key people (Toilets, marquee, traders, Landowner etc).

Thank you for all your help!

If you have any questions, in the first instance contact one of the Event Officials Co-ordinators and then Controllers coordinator who are more than willing to provide advice, guidance and support.

If you have feedback on these notes or suggestions for additions (without them getting too long!) please let us know.

April 2016

Event Official Co-ordinators

Appendix A: Suggested Kit List from the Shed

For Regional Events there is additional equipment available at the BOF office in Darley Dale (near Matlock); such as podiums, advertising banners etc., a full list is on the BOF website under Documents/Events/British Orienteering Equipment List.

Kit List:

Road signs – smaller versions for route in; 2 per junction at warning distance and then 2/double sided at the turning. Road signs at the entrance – 2 off large 2m x 1.5 white O' signs.

Banners – Orienteering Event banner/ CATI. Feather banners (2 off) (fishing poles in a long thin black bag, plus material banner and tent pegs).

Orange hand signs for the car parking team (2 off). Bucket to collect parking fee (if needed).

Registration sign, car keys board/bucket, details of the courses (EOD events) for car windows (don't forget Sellotape/masking tape).

Enquiries sign, table (depends if there are trophies coming back or pre-hired dibbers being handed out), course length details, distances from carpark to Start and back from Finish.

Fluorescent yellow tabards for officials (including can I help you vests). Car Parking Team should already have a number of high visibility tops but may need more.

Signs for route from car park/assembly to Start (a sign on a post and tape on pegs or long stripes for tying to branches).

Start banner and 4 green stakes. Red/white tape for pre-start box layout plus tent pegs if required.

Start clocks are kept at the home of the Start Team Leader. Level D events are expected to use own wrist watches.

Red/white tape for marking routes – reels in small cardboard boxes are on middle shelf on left hand side of garage. Or red/blue tape on pegs.

Black/yellow tape to mark any danger areas or OOB. Remember "Red/white" is for safe route. "Black/Yellow" is for danger or do not cross

2 Finish banners (if competitors are approaching the finish from different directions) and 5 green stakes for each. Additional stakes and red/white tape for funnel at Finish.

Stakes* (lots) if there is a defined route between finish and download (arena layout at Regional Events).

First aid kits (2 off or maybe 3) and 2 or 3 space blankets (30cm x 30cm x 2cm thick folded pad).

Some bottled water for first aid e.g. Burns from the generator.. Bin bags (many).

Sandwich notice board with future event information, give-away flyers (if available) and DVO website address.

Bits and pieces box – scissors, paper, big marker pen, string, Sellotape/masking tape.

Tents – may be required if bad weather for Start and Finish.

Track mats if the traffic team identify them as a requirement. They take 2 people to lift, especially when muddy. They should be taken to a car wash for a good hose down after each event (Matlock car wash, north of the town centre on the A615 has been used).

*DVO has a large number of Grazing Posts which are relatively lightweight and easy to place into the ground and remove.

Appendix B: Budgets for Events

Below is an example of the empty excel spreadsheet that will be used for the event budgeting. The Treasurer will suggest values for entry numbers and predicted expenditures; the coordinator adds any further information. Then they are able to have an agreement (months in advance) on the entry fees that will cover the costs of the event.

EVENT BUDGET PLANNER			
EVENT:			
DATE:			
INCOME			
		Entry Fee	Estimated Income
Anticipated entry numbers:	Seniors (full fee)		£0
	Helpers (half fee)		£0
	Junior		£0
	Total	<u>0</u>	<u>0</u>
Parking Fees	Cars:		£0
Other sources of income			
Total Estimated Income			<u>£0</u>
EXPENDITURE			
Maps			
Toilets			
Marquee			
Transport			
Access Fees			
Medical Standby			
Levies	BO		£0
	EMOA		
Expenses			
Donations			
Other			
Total EstimatedExpenditure			<u>£0</u>
Net Surplus/Deficit			<u>£0</u>
Note: Input data required is highlighted in yellow			

Derwent Valley Orienteers: notes for Traffic Team

Main role:

- To park cars safely and efficiently;
- hand out registration forms if required;
- collect fee if required.

Before the event:

- Make sure you know where the car parking field is and if there is an alternative in the event of bad weather. Check with Event Co-ordinator who is collecting the equipment.
- Assemble a team to cover the time needed for the event (we would prefer not to have juniors directing traffic but they could collect the money)

On the day:

- Arrive early – at the latest by 8.30am for larger events as a number of participants do get there early. The rest of the team need to be there by 9am.
- Ensure your staff know what to do and how long for. The key thing is to keep the traffic flowing, so there is no back up onto the road.
- It is also helpful if they can advise people on where registration, toilets and the start are located.
- Tape off any areas not to be used (e.g. potholes, rocks).
- Collect the money well away from the entrance from the road to avoid queuing. Helpers do not pay a car parking fee, if this has been agreed with the landowner.
- Leave gaps in rows about every 25 cars. If the car park is on a hill, park cars facing downwards/exit at bottom.
- Check how you are going to get the cars off the car park.
- Decide whether you will need track mats to aid getting cars in and out of the car park and if so arrange with co-ordinator to have them available (note, these need 2 people to lift and must be taken for cleaning afterwards).

After the event:

- Hand over the car parking money to the event co-ordinator.

Equipment needed:

- Reflective yellow bibs/tabards – these must be worn.
- Reflective orange/red large hands.
- Bucket.
- Sign saying how much is being collected (preferably not hand written Liaise with Equipment Officer))
- Registration forms/final or additional details.
- Track mats if required.

People needed and when:

- Small events may only need one shift starting at 9.30.
- Larger events may need two or three shifts, depending on the number of cars expected and the layout of the area – this will also determine the number of helpers needed.

Derwent Valley Orienteers: notes for Registration Team

Main role:

- To run the registration,
- e-card hire
- map sales service.

Before the event:

- Assemble the team.
- Local events in cars – minimum of 2 cars with 4 people. Plus person (“child open to bribery”) to take registration slips to Download and bring back used hire e-cards.
- Larger regional events – minimum of 5 people, if preferred can be in shifts 9.45 till 11 and 11 till 12.15. Minimum of 1 person on e-card hire, 3 on registration, 1 on start time allocation (if required)
- If it is a larger event and pre-entry, liaise with the Entries person to know what will be needed on the day (e.g. how spare slots will be allocated; if people can change their times; charges for maps for shadowing. Blank maps for copying courses in case particular maps run out? Half price for helpers. Refund of car park fee to helpers?
- Check if you will have control descriptions at registration (local events) or if they will be at the Start (Regional).

On the day:

- Team to arrive in good time before the event as there will be early EODs.
- At a local event, registration will be in cars, so these should be arranged in a logical order for e-card hire, registration and map sales (possibly divided into easier courses and harder courses)
- At larger events registration may be in a marquee – queue signs should be set up again in a logical order – e-card hire; easier courses; harder courses; time slot allocation.
- Make sure entry fees and any other information sheets are clearly displayed.
- Have a float available.
- Brief the team, so they can direct people to start, toilets, string course etc. Know how long it takes to get there; if it is suitable for buggies; time courses close
- Direct White and Yellow entries to the maps.
- E-card hire – Entry on the day – take registration slip, tick “hire” box and fill in e-card number, write down hired e-card number, name of hirer, whether junior/senior, take fee
- E-card hire – pre entered – these will be in envelopes marked up with competitor’s name for collection. As hired e-cards are returned from Download, they can be ticked off and returned to the box.
- Registration – EOD – check registration slip has been completed properly (for insurance purposes, need to have the name of anyone shadowing, name and phone number of non-members participating, car reg and phone number of competitors travelling alone)
- Check they have an e-card. If they need to hire one, direct them to e-card hire.
- For reduced membership fee, check membership card.
- Helpers pay half price – write HP in top right hand corner of form.
- Take fee.
- Hand out relevant control descriptions (and map if White or Yellow course) unless these are being made available at the start.
- Pre-entered – may have to deal with changes. There should be Change to entry slips available.
- Registration slips need to be passed at regular intervals to Download for data entry.
- Information for newcomers and details of future fixtures can be displayed here or at Enquiries – plus whistles/compasses to borrow /hire.

After the event:

- Pass the entry fees and e-card hire money to the Co-ordinator

Equipment needed:

- Tables and chairs, if not using cars.
- E-card hire – e-card hire signs with fees; box of e-cards. Cash box with float – lots of 50p pieces. Paper, pens
- Registration – signs (course queue signs, course fees, list of courses). Cash box with float; control descriptions, White and Yellow maps; blank spare maps and master maps; spare registration slips; paper, pens
- Key box, with keys put in to envelopes with names or preferably use key board.
- For larger events – list of available start times, Change to entry slips.

People needed and when

One or two shifts – covering map sales and e-card hire.

Derwent Valley Orienteers: notes for Shop

Main role:

- To run the DVO shop at DVO events.

Before the event:

- Check there is stock available, such as whistles. Whistles are in the shed for sale at 60p. Income to be noted and given to Equipment Officer.

On the day:

- Set up the shop

After the event:

- Dismantle shop
- Give feedback to the Co-ordinator on any issues we can learn from.

Equipment needed:

- Shop.
- Signs for Shop

People needed and when:

- Shop – Team

Derwent Valley Orienteers: notes for Enquiries team

Main role:

- To provide an efficient enquiry service.
- To explain the process to any people new to orienteering

Before the event:

- Assemble the enquiries team as required.

On the day:

- Enquiries – set up clear signs showing where enquiries are.
- Ensure the team know the layout of the assembly area (toilets, string course, start, finish)
- Ensure the team know other points (e.g. nearest hospital)
- Have a list of phone numbers of main officials for the event.
- Explain the process to anyone new to orienteering (if you can, find out how they know about the event as that is useful for us).

After the event:

- Dismantle enquiries.
- Give feedback to the Co-ordinator on any issues we can learn from.

Equipment needed:

- Signs for enquiries
- Sandwich notice boards with information updated
- Black notice board
- Membership forms
- Leaflets of future events
- Website address for results
- 'Welcome to DVO' leaflet
- Folder with general orienteering tips leaflet
- Compasses/whistles to loan out

People needed and when:

- Enquiries – one or two shifts, depending on the size of the event and the weather.

Derwent Valley Orienteers: notes for Start team

Main role:

- To mark the route to the start
- To set up and run the start

Before the event:

- Check you know where the start will be and the process for getting competitors through (e.g. how many minutes for call up; for large events, if you are checking off names)
- Assemble your team – the number of shifts will depend on the size of the event and likely weather conditions.
- If the start is remote from assembly, assess whether a toilet might be required for helpers/competitors. Normally a portable tent toilet may suffice but for a larger regional event a mobile unit may be needed if access arrangements permit. Liaise with the Co-ordinator on this.
- Serious emergency drill – need to know this, as does the Finish, in case a problem is reported to the start team.

On the day:

- Mark the route from Assembly to the start with red or blue tapes on pegs or red/white tape (avoiding the string course and traffic coming in/out of the area).
- Set up the start – taping the boxes (depending on the minutes for call up) - may need a late start lane for timed start events.
- Display the clock and, if using it, the plan for the maps.
- Ensure clear stations are visible to use before the start boxes.
- If necessary, check whistles and water proof jacket.
- For all events – unmarked maps to go on in the -2 minutes box; control descriptions to be displayed for competitors to access easily.
- May need a tent.
- Processing competitors through the start; calling names (for larger events); competitors to check their e-card.
- In the final box, explain to competitors the process for either going on the whistle and/or punching the start boxes; explain where the map boxes and start kite are. Explain any other points which they need to know.
- Process for late starters needed for regional events.

After the event:

- Dismantle the equipment and return it to the Co-ordinator.
- Take the clear, check and start boxes to download/results as soon as the start is closed, so they can check who is still left in the forest

Equipment needed:

- Thermal Space Blanket in case of emergencies.
- Streamers to mark the way to the start – tape and/or tape on pegs – 1m lengths are clearest
- Signs – number of minutes to the start. The countdown minute signs fit to the colour-coded start posts
- Start banner with posts if needed.
- Red and white tape to mark the boxes.
- Yellow/black tape for OOB and danger areas
- Clock.
- Beeping clock?
- Whistle.
- Board showing map layout?

- Tent if bad weather.
- Start lists/clip board at level A and B events.

People needed and when:

- The number needed will depend on the size of the event and the complexity of seeing people through the start. Jobs to be covered when it is set up – call up; check boxes; start line; check off competitors and late starters.

Derwent Valley Orienteers: notes for Finish Team

Main role:

- To set up the finish area and mark the route back to download.
- To provide a presence at the finish to ensure that runners return safely.
- To deal with any emergencies arising.
- To ensure that the required equipment will be available, arrange to collect it and to return it at event close.
- Co-ordinate the finish team members, ensuring that they are all aware of all arrangements, particularly that any shift arrangements are clearly understood.

Before the event:

- Obtain from the Planner and/or Co-ordinator a map of the finish and assembly areas showing position of finish, position of last control of each course, position of download, position of main first aid facility, route from finish to download, position of drinks station and any out of bounds or danger areas.
- Check who will be responsible for taping off any “out of bounds” or “danger” areas?
- Check with Planner what “style” of finish is expected e.g. is a taped funnel or run in required, the exact location of finish control and banner, that the finish control has a kite, and who will be responsible for placing the finish control and kite. What is the control description for the finish? Will the approach be “navigate to finish” (not strictly permitted at events) or a “taped route”? What are the possible directions of approach?
- Check with the Co-ordinator that the required equipment will be available on the day, where is it to be collected from, and at what time. See Appendix 1 Finish Equipment.
- Check with the Co-ordinator what systems of communication are to be used from the finish to the Co-ordinator, the download and the first aid facility. E.g. PMR446 radio, GSM mobile phone, runner. If using radios, obtain usage instructions for helpers who are unfamiliar with them. If using mobile phones, ensure that co-ordinator and helpers know each other’s numbers.
- Agree with the Co-ordinator what time the finish is to be set up by - this will be no later than the first start time. Ensure that the time of arrival of the finish team will be adequate to ensure that the finish is set up in time, bearing in mind the distance and terrain and also the amount of equipment to be transported.
- Check with the Co-ordinator what the “serious emergency” plan is. e.g. runner arrives at finish with news of a seriously injured competitor, or runner arrives at finish in need of first aid. Where will First Aider be? Who has details of all access points if we have to call emergency services?
- A day or two before the event, check with the Co-ordinator that there have been no changes to the plan.

On the day:

- Meet with the Co-ordinator and the finish team, collect equipment and move to finish.
- Set up the finish: finish kite, finish boxes, finish banner, finish tapes (including out of bounds and danger areas), drinks station, first aid kit (including survival equipment), sign to download, tape (or streamer) route to download (including out of bounds and danger areas). See Appendix 3 Finish Layout.
- Carry out radio check/mobile phone check to Co-ordinator, download and first aider. Agree an alternative communication plan if there is no reception.
- Monitor arrival of competitors, assess condition and advise first aid treatment if required.
- Administer “Emergency First Aid” and arrange higher level First Aid or Emergency Service attendance if required. Even without first aid training, there are simple things which can be done to help a casualty, for example
 - reducing heavy bleeding by applying bandages and asking the casualty to elevate the injury
 - applying a cold pack to a suspected sprain or fracture (although not all first aid kits contain a cold pack)
 - handing out plasters if requested
 - keeping a casualty warm using a survival bag or blanket

- providing reassurance that further assistance is on the way
- helping a casualty get back to the assembly area
- Deal with any reports from returning competitors of injured competitors out on the course. Identify location of incidents from competitors map. Mark the location on a map which will be left at the finish before attending the location. Any helper going into area should take another map in order to find incident. Arrange higher level First Aid or Emergency Service attendance if required.
- Advise competitors of route back to Download and encourage attendance at download.
- Monitor drinks station and rubbish collection and take necessary action.
- Deal with any reports from returning competitors of missing, misplaced or damaged controls out on the course. Seek assistance from planner or controller if required.
- Deal with any other issues that arise at the finish.
- When the “all clear” message is received dismantle all of the finish equipment, ensure that no litter is left behind and return all equipment to the Co-ordinator.

After the Event

- Complete any incident reports.
- Report any equipment shortages or faults, organisational failures or suggestions for improvement.

Equipment needed:

- Red/White Tape
- Black/Yellow Tape (only for marking danger areas)_
- Stakes for funnel/run in
- Finish Banner, Stakes, Guys, finish kite, finish control boxes
- Directional Download Sign(s)
- PMR446 radios, GSM mobile phones
- First Aid Kit (minimum basic first aid kit in waterproof bag, including equipment to deal with cold/wet conditions in exposed areas e.g. thermal blanket, windproof survival bag, closed cell foam mattress)
- Two maps of the area showing all controls, map bags, pens (to record the location of injured competitor or other problem, and allow one to be taken. Helpers should be advised - and trusted - not to look at map if they haven't yet run.)

People needed and when

- Adequate numbers dependant on scale of event, minimum 2 at all times bearing in mind shift arrangements. If finish is adjacent to download, agree how manpower will be shared with download team; 1 person may be sufficient if download team are close enough and able to assist in an emergency.
- Team Experience and Training required. Basic level emergency first aid training may be required, depending on distance from finish to wherever the main first aider is. Some knowledge of competing at orienteering events. Knowledge of the content of these notes.

Extracts from British Orienteering Rules

Appendix B v2.0 “Course Planning”.

Note that this Appendix gives guidance to the Planner and advice on best practice.

5.1.3 “As a minimum the finish should consist of a punch unit and control flag **[Planner’s responsibility]**, preferably with a prominent finish banner **[Finish Team’s responsibility]**. There should be no possibility of a competitor being unable to find the finish. Sufficient punching units should be used to cope with the likely frequency at which competitors will finish.

5.1.4 The finish should be manned **[Finish Team’s responsibility]** as it may often be the first place where a competitor can report that an injured competitor needs urgent assistance or a problem with the course.

Derwent Valley Orienteers: notes for Download/Results team

Main role:

- To run an efficient download and results service.

Before the event:

- Liaise with the Co-ordinator on the use of rooms/marquees.
- Set up computer using control codes from Planner and with pre-entries if appropriate.
- Prepare and photocopy registration slips – these may have been made available on the website

On the day:

- Set up the computer system.
- Set up results boards.
- Process competitors from registration slips and/or details provided by entries person.
- At the end of the event, use the start box to run a check to ensure everyone is back from the competition area and accounted for.

After the event:

- Put the results on the website.
- Resolve any queries from competitors
- Submit results to BOF ranking system.

Equipment needed:

- Thermal Space Blanket in case of emergencies.
- Club tent or marquee, tables, chairs or process from a car.
- Computers and ancillary equipment.
- Results board.

People needed and when:

- 2 people early for assistance with setting up tent
- 1/2/3 people early depending on the scale of the event for typing in entries
- 1/2 people later for supervising download, resolving any computer problems
- 2 people later for assistance with dismantling tent.

Derwent Valley Orienteers: notes for String course team

Main role:

- To plan and run the String course at all DVO events

Before the event:

- Check the area to find the best place for the string course (avoiding routes to the start and from the finish and cars coming in and going out).
- There may be previous maps of the area which can be used.

On the day:

- Set up and run the course.
- Know where the toilets are.
- Hand out reward.
- Record results.
- Collect the course in.

After the event:

- Arrange for the results to go to Download Team Leader to put up with the event results

Equipment needed:

- String – about 1000m
- Controls – Winnie the Pooh and posts if needed
- Clip board
- Shelter if needed
- Banner to advertise the course
- Direction signs to the course.

People needed and when:

- One or two shifts depending on the area and the numbers expected

Derwent Valley Orienteers: notes for Control Collector's team

Main role:

- To assist the planner collecting the controls after the event.

Before the event:

- Liaise with the planner to establish number of collectors required.

On the day:

- Inform the planner of your presence and availability to collect.
- Collect the controls designated by the planner (and no others) and return to collection point.

After the event:

- Ensure all collectors and controls have returned.

Equipment needed:

- Several All-controls maps with each section of controls to be collected marked. These should be supplied by the planner
- Mobile phones.

People needed and when:

- Depending on the area and the number of controls to be collected.
- From course close time until all controls collected.

