



# Derwent Valley Orienteers

## Notes for Organisers of Level D events – Local/“Come and try it”

For these events we do not use the Team system, as they are usually low key local events with anything from 6 – 60 competitors.

**The Organiser** is therefore responsible for making sure there are enough (but not too many) people to help and that the equipment is taken to the event and returned to the store. This note should help but may need to be adapted, as different locations have different needs.

The **equipment** is stored in the DVO garage which is on the A610 Ripley Road, grid reference 357519. **Keys** are held by Paul Wright (01773 856387 or cpstwright@tiscali.co.uk).

### Before the event

- Check you know where the **car parking** and any **other facilities** are (e.g. room, toilets).
- Liaise with Planner and ensure **information** about the location, courses and costs are on the website
- Check with the Planner/Controller where the **start** and **finish** are.
- In conjunction with the Planner, do the **Risk Assessment** (on the British Orienteering website): the Controller, a Licensed Coach or someone who has completed the Event Safety and Welfare course should sign it off. Include a postcode for location in case of needing to call the Emergency services. Send a copy to Ranald (r.f.macdonald@btinternet.com).
- Collect the **equipment**.
- Ring or email round for the **helpers** you need.
- You may find 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 on the DVO website. You'll get sent a login ID and a password. You can then logon using Login under META at the bottom left corner of the DVO home page. When you login you get a not terribly useful looking page, but clicking on Derwent Valley Orienteers in the top left gets you to the home page. And now when you click on Members the top item is Members Area and under that you'll find DVO database.

### On the day

- Put out the **road signs** by 9am – use the largest signs you can find – Orienteering; Car Park; Runners crossing (if needed); “Come and try it” and DVO banners.
- **Car Park** – 1 or 2 people depending on the area. Bucket if collecting fee. Yellow hi-vis jackets. Large red hands.

- If need **toilets** – toilet tent, toilet, Elsan liquid, loo rolls, water, spade to dig hole. Alternatively, put details of nearest public toilets on the website.
- At the end of the event, **check** for any rubbish and/or lost property.

### Registration

- One car with 1 or 2 people. Registration forms (from Mike Godfree). Float for money. Maps if not at the start. Control descriptions from Planner. E card hire box (from Derek Gale).

### Start

- 2 people which could then reduce to 1. “Start” banner. Tent if likely to rain. Stakes and tape. Signs and map boards if needed. Clock. Clear, check and start boxes from Planner.

### Finish

- 1 person unless it is near download and they can cover it. Finish box, stake and kite. “Finish” banner. Tape and stakes for funnel. Tent if necessary.

### Download/results

- 2 people who will work in shifts. Tent with tables and chairs (they may bring their own). Download signs. Make sure competitors will not miss going to the download tent.
- Smaller events may use the mini-printer (make sure it is charged the night before) – either print two copies for each competitor (one to give to them and the other to compile the results) or print one copy for the competitor and keep a record of times.

### After the event

- Keep a list of the names of helpers, in case there is an insurance claim
- If there are any incidents, send an incident report form to BOF within a week
- 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.
- Feed back any information you think may be useful to future organisers to Jen Gale for inclusion on the database.
- Make sure everything is dried and goes back to the garage – and thanks!

**Any questions:** contact Jen Gale (01283 585244) or Ann-Marie Duckworth (01773856824) or email: [jg.244@btinternet.com](mailto:jg.244@btinternet.com), or [jasrduckworth@btinternet.com](mailto:jasrduckworth@btinternet.com) .