Informal Local (Level D) Orienteering Event

**(Date)**

**(Venue)**

(distance from nearest major town)

(Courses suitable for novices and experienced orienteers with help and advice available)

**Terrain**: (Terrain description)

**Car parking and Assembly:** (any description necessary)

Nearest Post Code: (establish post code using streetmap.co.uk)

Grid Reference: (map reference)

**Courses:**  (usually three courses: Short (Yellow-ish), Medium (Orange/Light Green) and Long (edit/change as appropriate).)

**Entries and fees:**Entry on the day only.

**Adults/Families** £5.00

**Students and Children completing a course unaccompanied by an adult**: £3.00

**Timing:** The event will use Sportident electronic punching. If you do not have a Sportident card or ‘dibber’, you can borrow one free at Registration.

**Registration on the day only: (**12.30pm - 2.30pm)

**Start Times: (**From 1 pm to 3pm. The start and finish are (distance from parking) )

**Courses close at (16:30). You must report to Download even if you retire to avoid a needless search**.

**Toilets**: (where toilets are situated) .(Other Facilities, e.g. cafe?)

**Parking:**  (Parking charge and where situated).

**Map:** (Give mapper, date, scale and contour interval)

**Dogs:** (a definite statement about dogs, usually – Dogs are not allowed on courses, they are permitted in car park/assembly but must be on a lead and any poo removed)

**Safety:** (any warnings about dangerous features and whether whistles/hooded jackets required)

Shorts are not permitted.

**Organiser:** (name, phone number and email address)

**Planner:** (name only)

**Photography**: Include either 1 or 2:

1. If there are no restrictions on photography, include the following paragraph :

*“You are welcome to take photographs or record video at this event, but please respect people’s privacy and avoid photography close to first-aid and toilet facilities, or in areas where runners are changing. Photographs may be posted on the internet. If there are particular reasons why an individual should not be photographed, please discuss the issue with the organiser in advance of the event. Report any concerns about inappropriate photography to the event organiser.”*

1. Where there are restrictions on photography, when an event is held in an area where the landowner (e.g. military, school or council) places restrictions on photography for security or safeguarding reasons, the event organiser must instead state in the Final Details:

*“In order to obtain permission to use this area, DVO agreed that photography would not be permitted at this event. Please do not take photographs. You will not be allowed to begin the race if you are carrying image-recording equipment.”*