



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

These are low key local events with anything from 6 – 100 competitors.

The Planner is responsible for everything from the Start line to the Finish punch. The Organiser is responsible for everything else.

Checklist: As early as possible:

- Start to compile Flier, via Event details, on website. Add further details as they are known. Add your email address early on.
- Visit area to check on Parking, Toilets, possible locations for Start and Finish, and for Registration and Download tents ('Assembly').
- Discuss with Planner, esp about these possible locations above.
- Start collecting helpers, at events works best. Otherwise ring or email.
- Risk Assessment
- Think Equipment. What will you need? There is a help-list available, also in garage.

Week before the event:

- Contact agreed helpers with allocated roles, and times needed
- Get Planner to total his expenses, so that you can reimburse him/her on the day, from entry fees. Do same with yourself. Any other costs.
- Print Notices for Registration: one Entry fees, one Course lengths and details.
- Liaise with Planner re hand over on the day of some items (e.g. dibbers, maps)
- Collect equipment from shed in Ambergate.
- Money for Float
- Check who has the Sum-up (card reader); should be the Registration Team Leader

On the day:

- Put out Road signs, and other signs.
- Put up tents, tables and banners. Get early helpers on these tasks.
- Make sure helpers know what and when they are doing.

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- Reimburse Planner and yourself. Poss reimburse any parking fees for helpers who haven't run and mileage at 25p a mile.
 - Collect results, cash and equipment.
 - At the end of the event, **check** for any rubbish and/or lost property.

After the event:

- Process and send off results.
- Count cash collected, take out float.
- Pay in net cash, send brief accounts to Treasurer.
- Return equipment (dried) to the garage.
- Thank yous and fees to Landowner
- Any photos to DVO Publicity officer.

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 log on using Login under META at the bottom left corner of the DVO home page. And now when you click on Members the top item now is Members Area and under that you'll find **DVO database**.)

In DVO Database, go to **DVO Area, Event, etc**, then click the **Events Edit** button. Scroll down and highlight your event and press **Continue**. Now enter the information competitors will need: parking, toilets etc. and your contact details. Course lengths need to be added in the Notes section, using a

separate line for each course. When finished (for now), click **Update Event Data** (at foot of that page).

- You can check that the data is stored by going back to website front page, click on *Fixtures*, find the event, click on the event *Details*, and what you have entered will be there.
- Remember to check the parking grid reference displays correctly on StreetMap after updating and amend if necessary.
- It is important to get basic details, such as Organiser's email address, on the database and therefore on the website as early as possible. To add other details, or change any, repeat steps above.

Helpers . For these events we do not use the helpers Team system. Make sure there are enough (but not too many) people to help (about 8 should do.) One on Registration, one on Download, one on Finish, one to help novices, all times two if all want a run.

Equipment is stored in the DVO garage which is on the A610 Ripley Road, grid reference 357519. **Keys** are in keysafe on wall to right of 'paved' area by door. Code with Mentors and Controllers, and in members-only section of website. You are advised to check with Kim Buxton 07875 310898 or email kim.buxton@ymail.com if supplies of consumables such as tape are getting low, or use the Red Book to the right of the shed door. DVO has no chairs.

Car parking and toilets often provided by Council, Severn Trent, etc. Parking: may be a payment involved for competitors, or Club. Include parking fee, and whether coins, card or both, in Event Details. (If in a field, 1 or 2 people depending on the area. Bucket if collecting fee. Yellow hi-vis jackets. Large red hands.)

Alternatively, put details of nearest public toilets on the website.

Risk Assessment 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 Randal (r.f.macdonald@btinternet.com).

Helpers There is a complete list of Club members on website (Members-only section). Start with people you know, and those who live near the event.

Road signs need to be out by 9am – use the largest signs you can find – Check the arrows point the correct way for your site; Other signage, arrow signs to ‘Start’, ‘Download’ (if using mini-printer); Banners or feather flags for Start and Finish; Runners crossing (if needed); “Come and try it” and DVO banner.

Registration One tent with 1 helper (or from a well-signed car). Registration forms (from Mike Godfree). Float for money. Maps for Short and Medium courses, loose control descriptions (from Planner) for Long. (Maps for Long given out at Start) Dibbers for free loan. Notices for Entry fees and Course lengths and descriptions.

Start banner/feather flag. One helper to make sure people know what they are doing.

Finish banner/feather flag. Usually unmanned at these events, unless long way back to Download/Parking.

Download/results

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. You will need to write the competitor’s name on our copy, or staple direct to their registration form). Judith Holt judith.holtcooke@btinternet.com and Rex Bleakman rexbleakman321@btinternet.com have these.

- 2 x 1 people, who will work in shifts. Tent with tables and chairs (they will need to bring their own chairs/stools).
- Download signs. Make sure competitors will not miss going to the download tent.
- If the Download team come to the event, they will man it. Liaise with them about tents, tables, etc. They will also put results on the website.

After the event

- Keep a list of the names of helpers to thank, & 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. expenses for yourself and Planner, or 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 (details available from the Treasurer). 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 outstanding expenses. The Treasurer will pay the appropriate British Orienteering and East Midlands levies based on the number of entrants for the event.
- Results: Match registration forms with splits print-out, staple together, check codes correct, put into time order for each course. Type out the results (with, or without splits). For Short and Medium courses, try to avoid ‘wrong’ or ‘mispunched’ for any who have not completed the course, and be positive instead. Put their entry at end of list, with how many controls they did get (aka Spanish score layout).
- Send results to John Cooke, for publication on website.

- Feed back any area-specific information you think may be useful to future organisers by adding it to the DVO database.
- Make sure everything is dried and goes back to the garage – and thanks!

Any questions: contact Sal Chaffey 07740 181590 sal.chaffey@gmail.com

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