

Saxons Orienteering Organiser's Manual - 2023



Please email suggested updates to development@saxons-oc.org

ORGANISER'S MANUAL

First things first: Do not be afraid to ask for help. If you have any doubts or need information ask the Series Coordinator, any other committee member, or any experienced Saxon. We appreciate your contribution to the club and are happy to support in any way we can. It is usually very helpful to talk to the organiser of the previous event held at the same venue for any local knowledge. The appropriate Series Coordinator can advise who this was.

This manual will cover organisation of Local - Level D, Regional - Level C, and National - Level B Events as follows:

Local event: event with limited facilities and courses. For Saxons this will generally be a Kent Orienteering League (KOL) Event. Organiser and Planner can be the same or both roles could be shared. No Controller required, (see below).

- **KOL's** are generally run on Saturday mornings with 4 colour coded courses – Blue (TD5 or hard), Green (also TD5), Orange (TD3 or progression from easy), and Yellow (TD2 or easy). A Score Course is also offered to cater for progression from Orange to Green, and is also suitable for groups or new adult participants.

Regional event: larger event, offering a greater range of colour coded courses, ranging from Brown, Blue and Green (TD5), Light Green (TD4), Orange (TD3), Yellow (TD2), and White (TD1 short and very easy). At Saxons regional events a score course is also normally provided. Organiser and Planner will be different people, and a Controller is required – can be from inside the club or from a different club.

National events: similar to Regional, but offering a full range of Age Class courses, e.g. Black, Short Brown, Very Short Green etc. Organiser and Planner will be different people, and a Controller from outside the club is required

EVENT OFFICIALS

Controller: BO rules require there to be a controller for Level B and Level C events. A controller is typically an experienced orienteer who will check all planning and organisational matters to ensure that the event is safe and fair to all competitors within the BO rules. For Regional and National events, the Chairman will advise when a controller has been appointed. For events where a controller is not required (i.e. KOL events) a risk assessment should be completed and reviewed by a Series Coordinator or a controller within Saxons.

Organiser: the official who organises the events overall and who are responsible for:

- discussing land access and for car parking with the Land Access Officer
- completing Risk Assessment in consultation with the Planner and Controller
- arranging publicity of event details and/or passing them to the Publicity Officer
- coordinate with Online Entry Officer to arrange for racesignup online entry
- obtaining the equipment required for the event from the Equipment Officer and returning it after the event
- arranging external equipment/services required for the event e.g. portable toilets for Level B and C events, Catering Van/ Compasspoint if possible etc
- obtaining helpers in advance of the event for car parking, registration, start, and download (Online Entry Officer will be able to notify you of volunteers from event entries)
- organisation on the day, including putting out road signs, runners crossing signs, ensuring smooth running of start, registration etc. For a level C and Level B event, appointing a Jury for Complaints procedure.
- obtaining helpers to collect controls at the end of the event.
- confirm SI team send results to the webmaster for posting on the website
- finalising the event return form and sending it to the Treasurer.

Planner: the official who designs the courses in line with the standards set in the BO guidelines, and any Risk Assessment concerns identified. The Planner is responsible for:

- obtaining the most recent electronic version of the map for the event from the Mapping Officer
- producing course overprinted maps using Purple Pen for printing by the club printing officer or external printer source
- producing control description sheets
- collecting controls (stake, SI box, number and flag) from the SI-kit Officer and returning them to the SI-kit equipment officer after the event, or passing them onto the planner of the next event
- arranging for programming of the SI-kit (if necessary)
- synchronising the SI kit
- placing the control assemblies in the forest

PRELIMINARY ARRANGEMENTS FOR AN EVENT

Land use permission: Permission is required from the landowner for Saxons to run an event. The Land Access Officer co-ordinates this process. Confirm status with the Land Access Officer as soon as you are appointed. They will likely need a copy of the Risk Assessment to finalise arrangements, (a draft is suitable for these purposes) and will make you aware of any restrictions on the use of the land including any out of bounds areas, or sensitivities in relation to car parking.

Risk Assessment: A Risk Assessment must be carried out by the Organiser for every event. Unless the Land Access requirements specify otherwise, a BO form should be used for this purpose (available on both the club and BO websites).
www.britishorienteering.org.uk/downloads/eventinfo.php

Event registration: the Fixtures Secretary will have registered the event well in advance, but please check the BO website and the Club website to confirm it appears correctly. .

Marketing: it is important to ensure a marketing plan is developed at an early stage, particularly for any National Events.

- Event details should be prepared for the website, (template provided in [Appendix 1](#))
- Ask the Publicity Officer to set up an event on Facebook Event and to commence Facebook promotion.
- For Regional and National Events a flier should be created for distribution at other events

For National events, please see other suggestions for marketing in Appendix 4.

Pre-entries: Online pre-entry via [racesignup](#) is now standard for all Saxons Events

For racesignup, please contact the Development Officer who will be able to help you set up the online entry. A standard template is followed, but changes can be made if required.

It is important to ensure online entry is up and running promptly to build participant numbers.

Organiser will be given access to the racesignup entry system with an ability to review volunteers, set up and edit pre and post event emails, as well as download entry list for upload to SI Timing.

String course: It is the Organiser's decision whether to run a string course or naughty numbers at an event if the terrain is suitable. Ensure that any volunteer for the job has a supply of suitable prizes for the competitors.

ORGANISER CHECKLIST

On appointment:

- introduce yourself to the Planner and Controller (if relevant) and discuss with the Planner the site of start and finish
 - it is useful for Planner and Organiser to consider if it is possible to keep Enquiries, Start, Finish and Download together to minimise volunteer requirements. Close proximity to vehicle access point or the parking area will also make set up and take down much easier.
- confirm land access for the event has been obtained and/or what is needed to finalise permissions
- if separate car parking is required, identify parking sites and obtain permission
- draft risk assessment and share with Planner and Controller (if relevant) for comment
 - determine where the nearest hospital with an Accident & Emergency Department is (and check that this is on the Risk Assessment form)
 - confirm who will provide first aid cover for the event
 - check mobile phone reception and/or walkie-talkies in particular at Assembly, start and finish, (record reception has been checked on risk assessment)
 - become familiar with Search and Rescue strategy
- Confirm the event appears properly on the BO and club website. If any problems, please inform Series Coordinator
- Create preliminary website event details and send to Series Coordinator for upload to website (copy in racesignup co-ordinator to enable early set up on online entries)
 - Template for required details on website and [Appendix 1](#)
- Coordinate with the Racesignup co-ordinator who will set up the relevant online pre-entry system.
 - Agree with Planner the range of courses to be offered. See [Appendix 2](#) for standard course line up
 - Confirm if agreed start times or start blocks are needed and if so, start lane protocol and number of lanes required. For KOL's, start times/blocks are not currently needed.
 - Committee has agreed standard entry fees for events per [Appendix 3](#). Regional or National Events with high land access fees may vary from the standard
 - obtain code for helper discount if needed
- Ask the Publicity Officer to set up an event on Facebook Event and to commence Facebook promotion.
- Consider additional Marketing for Regional & National Events. See [Appendix 4](#).
 - Paper flier to leave at registration area of non-Saxon Events
 - Postcard fliers for car placement at major events
 - CompassSport advertising
- check that the Planner has booked use of the necessary SI-kit for the event
 - Regional and National Events will likely require all KOL and KNC kit, (and sometimes DFOK kits)
- SI is now being run contactless. For large events consider need to borrow hire SIAC dibbers from either DFOK, Southdowns (contact Neil Crickmore) or SLOW
- Confirm map size to be used for the event. If it is A4, club printer can be used
 - contact Printing Officer to confirm his availability and timing to print maps for the event. For National Events, the club printer must be accredited, otherwise an external printer must be used.
 - for A3 maps, an external printer is required. BML is preferred supplier - see [Appendix 5](#) for further details
 - Timing needed to print maps will impact when and how you set map numbers - racesignup entries can be limited to number of maps printed.

- For regional and national events, you may need to arrange for portable toilets to be hired. See [Appendix 6](#) for more details
- In particular for national event, consider inviting food catering van
 - Tom Wilkinson - British and Continental Mobile Catering (j.wilkinson760@btinternet.com)

Three to four weeks before the event:

- consider appointing an SI lead to look after on-the-day activity. The computer bag contains a guide which has much of the information you might need to set up and run an event, but if you are unfamiliar with SI and particularly for Regional or National events, one of the following club members should be approached to take overall responsibility for SI set up and running SI on the day
 - Simon Blanchflower
 - Alan Hickling
 - [others]
- for other on the day helper/volunteer roles, racesignup allows entrants to identify themselves as helpers and to utilise a discount code. If more volunteers are required, contact Saxons members using mailchimp
 - see [Appendix 7](#) for a suggested break down of roles and times
 - Agree with Planner how many control collectors are likely to be needed
 - for Regional and National events it is required a Jury is nominated to deal with any complaints. A jury consists of 3 Controllers. For National Events the Jury should be appointed in advance - check entries to see who will be at the event and could be asked to be on the Jury. For Regional Events, Jury members can be appointed on the day if needed.
- Draft on the day helper plan
- Confirm equipment needed for the event. See [Appendix 8](#) for standard requirements
- find out who has the equipment you need, (Equipment Officer / Previous Event Organiser) and arrange collection plan
 - if possible, arrange to take equipment at end of prior event
- when agreed with the Planner and Controller, (or Series Coordinator), sign the risk assessment and arrange for the Controller (or Series Coordinator) to sign.
 - A final copy should also be sent to the Land Access Officer for submission to the land owner, and a copy sent to the Series Coordinator who will upload to the dropbox account for storage
- if required by the landowner, notify any tenants of the event
- confirm with Planner preliminary course details (distance, climb, controls), and arrange to have website and racesignup details updated

Two weeks before the event:

- finalise recruitment of volunteers/helpers and advise them of their specific jobs
- ensure final details are uploaded to the web site via Website administrators and a final details email is prepared to be sent to competitors via online entry system.
 - may include special parking arrangements or information on transport restrictions
 - For national event, may include Assembly area layout
 - details on route to start, clothing dump etc
- prepare map number estimate
 - Print Officer will help with this. Entries are typically back ended which makes it trickier especially if you are using an external printer which requires a longer lead time. Reasonable estimates can be put together based on prior event numbers, Facebook data as well as numbers in the racesignup system. Once map numbers set, entries can be limited in the racesignup system if needed. Remember to allow for additional maps to cater for group participants (other than

the group leader who will have entered the event - details can be obtained from online entry system), as well as for adults shadowing juniors.

- draft start procedure instructions. See [Appendix 9](#).

One week before the event:

- collect remaining equipment needed
 - check Sax info box for next event fliers and benefits of joining Saxons fliers. confirm map numbers to printer, (Printing Officer or external as required)
- Ensure SI lead or self has completed SI setup for Event. SI Entries guide is in the computer bag
 - For online entries which require dibber hire, assign dibber numbers, tag dibber, and inform SI lead of hire dibber number for upload to SI entries
- Find out who is planning next event, and who is likely to need the equipment next
 - liaise with next Organiser and Equipment Officer who will take equipment at the end of the event
- Familiarise yourself with the emergency search and rescue procedure and ensure you have sufficient Saxons First Aiders
- Agree with Planner/Controller how you will be informed the course is open and starts can commence
- Check on the day folder has following:
 - A&E location and directions
 - download of racesignup entries should you need competitor information in the event of an incident, (eg lost competitor)
 - accident report form
 - helper schedule
 - route to start map (if necessary)
 - Emergency search and rescue procedure

Event day: pre start (delegate jobs as appropriate)

Organiser:

- arrive early to Assembly area, and arrange erection of Event Shelter
- ensure all helpers are present and know what they are doing
- ensure Orienteering directions signs for parking/assembly are erected if needed
- ensure 'Runners crossing' signs are erected if necessary
- ensure routes to Start and from Finish to Download are taped as required
- arrange for Saxons flag, the Start flag and Finish flag to be erected
- arrange for "have you downloaded?" sign to be located near exit from parking
- site car keys box.
- ensure Registration officials have SI hire dibbers and start lists (where used).
- ensure First Aid box is located at registration/download
- obtain overprinted maps and control description sheets from the Printing Officer or Planner and ensure they are placed at the Start
 - Yellow maps should be made available before the start box is entered.
- arrange set up of Start including start lanes, clock timers, map boxes, start lists, (if using)
- check that Enquiries, Start and Download are set up and running smoothly

Planner:

- hang controls, (consider doing day before for larger events); if doing this inform Treasurer so the units are covered by insurance
- as controls are now SIAC enabled - ensure controls are awake by punching each control. If hanging the day before, if may be necessary for Planner and Controller to wake controls ahead of the event
- hang flag at start triangle, place clear, check and start controls
- place finish control and safety punch if using

Event day: post start

Organiser:

- monitor any changeover of helpers at Start and Download if using
- if any competitors require first aid, ensure nominated first aider attends, and that an accident report form is completed.
- at the end of the start time ensure the Start is dismantled
- monitor participants remaining on course, and identify any potential concerns, (e.g. junior being out for extended time)
- it is the Organiser's responsibility to mount a search if required
- once all competitors have been accounted for with SI team (or earlier if needed to establish if any competitor has finished but not downloaded - and as agreed with the Controller if present) remove the Finish
- assemble control collectors for Planner (the Planner is responsible for sorting and returning the controls to the SI-kit Officer). Control collectors should be encouraged to carry mobile phones for safety and to remove tapes marking control sites
 - if any controls are lost or damaged, make a note of the number and inform the SI-kit Officer
- check that all equipment is collected, and the Start, Finish and Download areas are totally clear
- check Assembly Area for cleanliness
- collect in road signs
- check all tapes removed

Post event:

- ensure results are posted on the Saxons website; this is normally done by the SI team leader
- arrange for post event email to be sent from racesignup to inform competitors the results are posted and to promote upcoming events.
- confirm expenses (your own, the Planner and Controller),
- complete event return form and send it to the treasurer@saxons-oc.org. There is a link to the return form from the resources pages of the Saxons website. Instructions are contained in the form.
- if not arranged on the day, return equipment to Equipment Officer in good order or pass onto next organiser/planner as appropriate
- send thank you emails to landowners with a copy to the Land Access Officer
- send email to thank volunteer helpers on the day

Insurance: British Orienteering provides public liability insurance to event participants which requires the Club to retain a list of all participants at events. The results pages covers most of this requirement. In addition the Club needs to record the number of any adults or juniors that do not appear on the results list, eg group members. The organiser must also record the names of any helpers who do not actually participate.

Appendix 1 - Event Details Template [\(back to text\)](#)

Please fill out event details and send to Series Coordinator. Some fields have been pre-populated setting out usual arrangements.

<h3>Directions / Parking</h3> <p>[In addition to postcode information, include W3W reference] [Include distance from parking to registration]</p>	
<h3>Public Transport options</h3> <p>Nearest train station is []. [Information on Buses or Cycling as an option]</p>	
<h3>Registration & Start times</h3>	
<p><i>KOL:</i> Pre-entry via racesignup. No EOD. Starts will be from [11:00-12:30] Courses Close 14:00</p>	<p><i>Regional/National:</i> Pre-entry via racesignup. No EOD. Starts will be from [10.30-12.30] Courses Close 14:00</p>
<p>[Include whether start times or start blocks will be used - selected during racesignup eg You will be required to choose a 15 minute start slot as part of the advanced entry.]</p> <p>Start: [Details of distance to start] Finish: [Details of how far finish is to download]</p>	
<h3>Course Information <small>[Example for KOL:]</small></h3> <p>Five courses available:</p> <p>Yellow - Controls (checkpoints) are very easy to find, mostly on main paths, ideal for younger children and complete beginners.</p> <p>Orange - Moderate, controls are on or near paths with more route choice. Good for progressing juniors and beginner adults who are reasonably confident reading a map.</p> <p>Green - As for Blue but shorter distance.</p> <p>Short Blue - As technically hard as we can make it, for experienced orienteers.</p> <p>Score - No set distance, but a 60 minute time limit. Find as many of the 21 controls as possible in one hour. Good for adult beginners, those progressing from orange to green, and those that want to be back in a set time.</p> <p>[Include table of Courses, Course Length, Climb, Number of Controls] - this can be added at a later date if not available upfront.</p>	
<h3>Entry Details</h3> <p>Entry in advance via [insert link here] only. No entry on the day. Entries close [] at midnight. [For racesignup: Once you have entered the event, don't forget to go to the</p>	

checkout. **Entries will not be completed until payment has been made.** You may make multiple entries, (e.g other family members) before proceeding to the checkout.]

If you're unsure, or need any advice or assistance in the registration process, please contact the organisers.

Adult British Orienteering Members: £[]. Adult non-members: £[]

Junior British Orienteering Members: £[]. Junior non-members: £[]

Group (2-5 participants in total): £[] (British Orienteering Members), £[] (non-members)

Group (1 senior and 1 junior only): £[] (members), £[] (non members)

Terrain Description

Include description of the terrain and flag any specific safety issues arising from the risk assessment.

[Map: [] scale, [5]m contours, [250]m between Magnetic North lines]

[Out of bounds: Normal OOB rules and map markings apply]

Clothing & footwear: [For woodland events] Full body cover is required and studded or spiked shoes are advised. Cagoules may be compulsory in the event of bad weather. Competitors will be advised on the day.

Facilities

[Toilets] [Catering]

Dogs allowed

[No] / [Yes, but must be kept on a lead at all times]

Contacts / Officials

Organiser: [] (include email) Planner: [] Controller: [] (if relevant)

Appendix 2 - Standard Course line up [\(back to organiser notes\)](#) [\(back to Planner notes\)](#)

KOL or Local

Colour	Length (km)	Climb (m)	Controls
Blue			
Green			
Orange			
Yellow			
Score	N/A		20

Regional

Colour	Length (km)	Climb (m)	Controls
Brown			
Blue			
Green			
Green			
Orange			
Yellow			
White			
Score	N/A		20

National or SE League Standard Courses

No.	Colour	Age class	Length (km)	Climb (m)	Controls	Map size
1	Black	M21				
2	Brown	M35 M40				
3	Short Brown	M18 M20 M45 M50 W21				
4	Blue	M16 M55 M60 W35 W40				
5	Short Blue	M65 W18 W20 W45 W50				
6	Green	M70 W16 W55 W60				
7	Short Green	M75 W65 W70				
8	Very Short Green	M80 M85+ W75 W80 W85+				
9	Light Green	M14 W14				
10	Orange	M12 W12				
11	Yellow	M10 W10				

(optional)

12	White	M10B W10B				
	Score					

Appendix 3 - Standard Event Pricing [\(back to text\)](#)

	In advance	
	Member	Non Member
<u>KOL</u>		
Senior	£5	£8
Junior	£3	£5
Group	£8	£13
<u>Regional</u>		
Senior	£10	£13
Junior	£6	£8
Group	£10	£15
<u>National</u>		
Senior	£15	£18
Junior	£6	£8
Group	£10	£15

Appendix 4 - Additional Marketing Considerations [\(back to text\)](#)

Appendix 5 - External Printer Guidelines [\(back to text\)](#)

Appendix 6 - Portable Toilet Hire [\(back to text\)](#)

Appendix 7 - On the day helper guidelines [\(back to text\)](#)

In order to limit volunteers, if possible locate Enquiries, Start, Finish and Download at the same place. For some jobs, it may be necessary for two shifts to enable everyone to have a run.

Role	Number of Volunteers required	Shifts	Comments
Set up	Organiser plus up to 3 volunteers	1 shift	1 to help put out signage and tape to start, 1 to help set up event shelter, 1 to help set up start
Car Parking	[1] volunteer	1 shift to start parking regime off (More may be required for complex arrangements)	Consider if signage can replace volunteer
Enquiries / Newcomer helpers	2 volunteer unless Organiser can cover	2 - should be available 30 minutes before starts open	Enquiries will likely only involve handing out hire dibbers, directing people to toilets or the start.
Start	1 volunteer	2 shifts	Sufficient to cover 2 start lanes
SI setup/ Download	1 volunteer	2 shifts - 1st shift to be SI Lead who will set up computers and to make sure initial downloads are successful	Towards end of event, it may make sense to download start and check boxes to ensure all competitors are in
Packing up	Organiser plus 1 volunteer plus SI volunteer	1 shift at end of event	Help to take down of start, and event shelter
Control Collectors	3-5 volunteers	1 shift at end of event	Control Collectors can also be on hand should a missing competitor search be required

Others may be required - e.g. road crossing marshals

First Aiders should be identified on the risk assessment form

You should confirm the arrangements with your helpers by email.

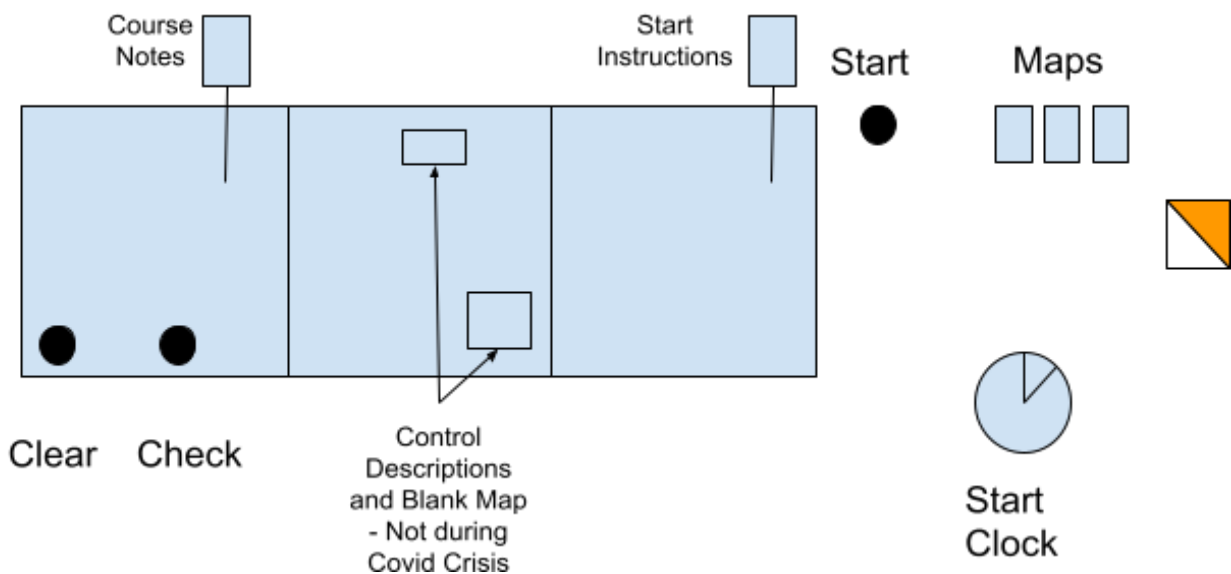
Appendix 8 - Standard equipment requirements [\(back to text\)](#)

<p><u>Signs</u> Direction (various) and especially the large 'BO' signs 'Runners Crossing' Have you downloaded? Red/White tape for streamers</p> <ul style="list-style-type: none"> ● Pegs on stick with tape ● Wooden cans with tape <p>White stakes (45)</p>	<p><u>Car Park</u> High visibility jackets Bucket/box to collect parking fee if applicable Walkie talkie (if remote from Enquiries/Registration)</p>
<p><u>Registration & Download</u> Event shelter 2 large and 1 small folding tables 4 folding chairs SI dibbers Spare compasses Paperwork</p> <ul style="list-style-type: none"> ● A&E directions ● Search & Rescue Doc ● Online entry ICE download ● Walkie talkie ● [Next event fliers] ● [Benefits of joining fliers] <p>First Aid Kit</p>	<p>Saxons info box</p> <ul style="list-style-type: none"> ● sellotape ● Spare map legends ● Purple Folder containing Medical Conditions forms, Accident forms, Missing person procedure and forms, List of Qualified 1st aiders ● Old SAX Alerts <p>[Walkie Talkies - ensure they are fully charged before the event] Box for car keys SI-kit: Computers, Printer, Readers etc (Arranged by the SI-kit person)</p> <ul style="list-style-type: none"> - confirm computer and printer batteries are fully charged <p>Pink dibber return pot Car battery - ensure fully charged Spare printer paper Saxons banner</p>
<p><u>Start</u> Saxons Start flag CLEAR, CHECK and START SI units (provided by the Planner)</p>	<p><u>Finish</u> Saxons Finish flag FINISH SI unit (provided by the Planner) (Possible safety punch - provided by the Planner)</p>

<p>Control kite marking the Start location (provided by the Planner)</p> <p>Start grid cable & pegs or marker strips</p> <p>Start clocks</p> <ul style="list-style-type: none"> ● 2 electronic clocks with 1 minute beep ● 1 analogue clock with 1 minute beep ● iphone/ipad app in development <p>Translucent boxes for A4 maps, Crates for larger maps</p> <p>Walkie Talkie</p> <p>First aid bum bag kit</p> <p>Clipboard with starter list if using</p> <p>Control description sheets (from Planner)</p>	
<p><u>Other</u></p> <p>Consider need for clothing dump (small tent)</p>	

Appendix 9 - Standard start instructions [\(back to text\)](#)

The Start should preferably be situated so that competitors cannot see the direction taken by earlier starters. Signs should identify the start lane a competitor should join. Each start lane should have 3 boxes per the diagram below. The CLEAR and CHECK unit should be easily visible just inside the first box, and Course Notes should be provided to remind competitors to punch the Clear and Check boxes, as well as to advise on any particular hazards e.g. water or MTB's. The second box would normally contain lose control descriptions and a blank map. The final start box should contain start procedure, (Starts are every minute; Go on the beep; Punch Start control then pick up map; Information on where start flag is situated).



All map boxes should be positioned after the START control box and before the start kite. For KOL events only, the Yellow map boxes only may be situated before the START or at Registration to enable competitors to look at their course before they start.

Appendix 11 - KOL PLANNER NOTES

Obtain master map from Mapping Officer

Check map is up to date

Plan Courses (desktop) - standard course range per [Appendix 2](#)

Check control locations and tape. Make notes of any material changes required to map such as new paths, recent felling etc.

Liaise with the Mapping Officer on any changes to the master map. (Detailed pdf notes may be sufficient for a satisfactory update if the mapper cannot do a site visit.)

Update courses to reflect any changes necessary following site visit