



NGOC Local Event Planning Guidance and Checklist

Introduction

The purpose of these guidelines is to provide NGOC League and Summer evening planners/organisers with advice and guidance on the practicalities of running these events. They deal specifically with these types of events, but also provide general guidance for other events we run, such as Western Night League, training days, and also, to a lesser extent, level C events such as the Galoppen. They are not designed to replace BOF rules and guidelines, nor do they cover matters which are covered by these; rather, they offer general practical guidance, and some useful checklists, for planning and organising our club events.

Some of these notes and guidelines may seem somewhat onerous for a low key level D event. However, as competitors we all expect things to be done properly, controls to be in the right place, and to have a challenging and enjoyable run as a result. As organisers/planners we should aspire to deliver the same standard of event as we would expect as competitors, and there is nothing in this checklist which is not designed solely to meet this expectation.

Version

This is v3 of the checklist, dated 1 April 2018.

References

Throughout event planning and delivery, you should always refer to BOF Rules and Guidelines to ensure that your event conforms to the standards which these set out. One of the problems most of us face is knowing which rules and guidelines and Rules to refer to, and when. The guidelines are named rather unhelpfully on the web, and finding the right ones can be tedious. For our club level events, and of course dependent on how experienced you are, and how familiar with the standards, the key BOF document is [The Rules of Orienteering](#). This is a large document. It is of course all relevant to orienteering as a whole, but for our local events, if you read no other parts, you should familiarise yourself with the following sections:

1. Section 14: Safety. While largely common sense, you need to ensure you have read and understand the safety requirements for your event.
2. Section 17: Event Structure and level Requirements. This provides a basic list of the requirements for organising and planning events at each of the different BOF levels. Once again, important general background understanding.
3. Appendix B: Course Planning. In particular, make sure you understand the requirements set out in sections 3(Planning and the Map), 4(the Start), 5(the Finish), 8(Long Distance Course Planning) – for League events – and 11(Urban) – for Summer evening events.

If the link to the Rules in the paragraph above doesn't work, go to the BOF website and look under the Event Officials section.

Contacts

Throughout the planning/organising process, several people can help and advise. You should find, or be allocated, a mentor/adviser who can help with the detailed practicalities. If you do not have one, and don't know who to ask, then we can find someone for you. Apart from your usual contacts, and friends, the following can advise on some or all of the processes set out here, so don't hesitate to get in touch with them if you feel you need help, or simply another opinion.

fixtures@ngoc.org.uk – for matters relating to your area, and the event schedule as a whole

permissions@ngos.org.uk – for help with advisers, access matters, such as who you need to inform of your event and plans for it, and also general information about the area you will use parking options, boundaries, useful tips, and so on.

mapping@ngoc.org.uk – for help and advice on drawing your courses, use of the planning tools we use (primarily Purple Pen)

equipment@ngoc.org.uk – for help and advice on the kit you'll need, special equipment needed for your event (such as stiles, specialist signs etc)

Event Overview

The club fixture list, at least for Leagues and Summer evening events, is fixed at least a year in advance, and you will normally know this far in advance where and when your event will be. It is not critical if you do not; 3 months notice will normally be sufficient provided the map is reasonably up to date, but our intention generally speaking is to make sure that planners have more than ample time to plan and organise their event.

The overall event timetable is broadly as follows. E-day is used here to describe the actual day of the event. Note that the term organiser is used throughout this document to identify the Planner/organiser of our local club events. It makes no distinction between planner and organiser, as for these events these roles are always performed by the same person.

Date	Action	Responsibility
E-day – 1-2 years	Fixtures secretary schedules the club Fixture list, chooses locations, and the permissions officer assigns organisers. The permissions officer should also let you know, if you don't already know, in general terms what permissions you will need for the area, and what potential issues and limitations there may be in this respect.	Fixtures Secretary Permissions Officer
E-day – 1 year	If possible, and advantageous, visit the area and check state of undergrowth, vegetation, overall currency of the map. This is far from a mandatory step, and often not possible, but well worthwhile if you can do it, as in many of our areas the state of the ground vegetation varies greatly through the year, and areas which are usable in January may not be in May.	Organiser
E-day – 9-12 months	Event is registered with BOF. This happens automatically and need not be of concern to you. However, the fixtures secretary may need information from you if the location of the event is not finalised	Permissions Officer
E-day – 6 months	For some urban events, such as in Gloucester City centre, permissions are a bit more complex to arrange than for a forest event. You should discuss this with the Permissions Officer, and you may find that it is more practical for you to 'own' the process of obtaining permissions, as these will invariably mean completing application forms to provide information which only you will know.	Organiser Permissions Officer

E-day – 8 weeks	<p>Forest events in the Forest of Dean You must submit, via the Permissions Officer, your overall event schema, ideally details of all control sites, and your then risk assessment, to the Forestry Commission at least 8 weeks before E-day. You are strongly advised to do so earlier if you can, particularly if we are aware of, or suspect, impending forestry operations, or have previous experience of issues with the area – for example constraints due to nesting birds, or sensitive habitats etc.</p> <p>Submission must be via the Permissions Officer, so that we have a single and consistent point of contact between the club and FC.</p> <p>Forest events on other areas If your event is on land owned by other landowners, initial permissions should be obtained by the permissions officer but you should establish contact with the landowners, and aim to keep them informed on your plans as they evolve.</p> <p>Urban events Other than for, currently, just Gloucester city centre, permissions for our urban events are generally minimal or non-existent. We do not apply to, nor do we notify, the local authorities of our summer evening events. If you are using a school or sports hall or whatever as a base, clearly you will have to get agreement for this from the relevant authority, and this, again, tends to be something that you as organiser need to handle, rather than leaving it to the permissions officer. if in doubt, though, consult the latter, and/or organisers of previous events there.</p>	Organiser Permissions Officer
E-day – 4 weeks	<p>Check with the Equipment Officer that we have all you need for your event, particularly if have any special requirements such as stiles or other non-standard event kit.</p> <p>You should also verify what control numbers you are using, and check that these controls will be available for your event. More on this in Course Planning later in these Guidelines</p> <p>Liaise with the Volunteer Coordinator to agree numbers of helpers needed.</p>	Organiser
E-day – 2 weeks	You should submit your courses to, currently, Paul Taunton for map printing. Once again, the more time you can give Paul, the more likely it is he will be able to apply his considerable experience to making sure your courses are correctly plotted, the map laid out effectively, your maps printed in good time.	Organiser
E-day – 1 day	Aim to get as many controls out as you can the day before the event. See the section below on course set out for thoughts on how best to do this.	Organiser
E-day	All goes well and the event is a success!	
E-day + 1 day	<p>If you have any comments that you would like published on the web, send them to webmaster@ngoc.org.uk. Likewise if there is any lost property let the webmaster know so that we can advertise that we have it.</p> <p>The results will normally be published by John Fallows within a couple of days, and submitted to BOF etc.</p>	Organiser
E-day + 1 week	If not done already let the Treasurer have your expenses, and update the event/area database with any relevant additional information arising from your event.	Organiser

Event Formats

The timetable above, and these notes, cover:

- ^ The NGOC League. Offers Brown, Blue, Green, Short Green, Orange and Yellow courses, with formal timing and results.
- ^ The Summer evening programme of street events. Offers Long, short and Score courses, and optionally a Junior course. informal timing,
- ^ Regular Score events such as The Chairman's Challenge, New Year's Day and End of Season events. These are usually 1 hour score events with about 20-30 controls, but organisers are free to vary the format if they wish to.
- ^ Night events, which are invariably 1 hour score events.

The checklist below deal explicitly with the first two categories of event, but the general principles apply to all events, and you should be able to use them for these, with adjustment where appropriate for your event. If in doubt, talk to the contacts listed above.

These notes do not cover events such as maprun and R2T2 formats, although many of the principles and timelines etc apply to these events as much as they do to the core events.

Roles

The expectation when the League started, many years ago, was that one or at most two people would be required to run the whole event. Times have changed, and typically a League nowadays will be run by 4-6 people, and a summer evening or score event by 2 – 4 people. The table below shows typical manning requirement for the various types of event covered by these notes:

Event	Required or recommended	May be needed or preferred
League	Organiser Adviser, or Controller if a Regional(level C) event Registration SI/Timing/Results	Parking
Summer evening	Organiser Adviser	Registration
Score	Organiser Adviser	Registration
Night	Organiser Adviser	Registration
Other	Organiser Adviser	Registration

Organiser

Has overall responsibility for the event. These notes describe what is required of the organiser.

Adviser

If your event has been designated a Regional one – the old Level C category – you will need a qualified controller, and he/she should be found for you, with your help and agreement if appropriate, by the Permissions Officer.

Whilst a controller is not required for local events(ie the old level D events, which is how most of our

events are classified) by BOF rules or guidelines, and the club does not currently insist on having one for smaller events, it is very strongly recommended that you enlist the help of someone who can act as an informal controller/checker, and can help put out controls. We have consciously avoided use of the term Controller, which has formal connotations and requirements. Your adviser is a mentor, unofficial controller, second opinion, or at the very least an extra pair of hands. You as Organiser still have overall responsibility for the event, and the Adviser has none of the formal responsibilities specified for a Controller. However experienced a planner/organiser you may be, though, it is too easy to make mistakes when planning or setting out courses, and having someone to check things for you, offer thoughts on course design, check your tagging and help set out the courses is the only way to minimise the risk of misplacing controls, or inadvertently breaching good planning practice. This person will also be available to help with starts, parking, or whatever else might be needed.

For Leagues at least, and ideally for other events as well, you should work on the principle that two minds (and pairs of legs) will always be better than one.

Typical involvement by the adviser will include:

- ^ Reviewing course design
- ^ Checking control sites and tagging
- ^ Helping to set out controls
- ^ Checking controls on the day, or perhaps putting out SI units
- ^ Running the start, or parking
- ^ Helping to collect in controls
- ^ Helping with missing people, or missing controls etc

Registration

BOF requires us to register all participants, for levy and insurance purposes. For events other than Leagues, if you have help with course setting, you should normally be able to cope with doing registration yourself. For Leagues, where starts need to be managed, you will normally need someone to look after registration for you. Registration tasks include:

- ^ Ensuring participants complete a registration slip
- ^ Collecting entry fees
- ^ Counting entry numbers to monitor map availability, for Leagues and maybe score events
- ^ Issuing hired dibbers
- ^ Issuing maps for training or other events with informal timing, and to Yellow course entrant at Leagues. Yellow course runners are allowed their maps in advance, so that parents etc can advise and help youngsters to get started.
- ^ Looking after competitors' car keys etc
- ^ For non League events, possibly downloading times and issuing splits if there is no SI timing, and collecting hired dibbers

SI/Timing/Results

We now use SI for all events, and for most of them we use the OE entries and results processing software, which means that you will generally need someone familiar with this to run the computing desk for you. For more details on use of SI at our events, see the event preparation checklist below

For those events where electronic timing and event processing is deployed, the SI person is responsible for:

- ^ Setting up the event in the SI system before E-day. This involves creating a new event in the SI software, and entering details of the controls on each course, so that the system is able to identify mispunches etc. Of course the event can be set up by anyone trained in the software; it need not be the same person running the system at the event, though the latter will similarly need to have had some basic training in use of the system.
- ^ Entering runners into the system, from registration slips or using their own dibbers
- ^ Downloading finishers, and collecting hired dibbers
- ^ Producing results if practical during the day
- ^ Ensuring that the required results files are sent to (currently) John Fallows for uploading to BOF and Routegadget, and to the Webmaster for uploading to the NGOC website.

Equipment

For most events the standard equipment is sufficient, and should be available to you immediately after the the previous event. We have two sets of equipment, nominally identified as the League kit and the Informal kit. However, they are fairly interchangeable, and there is always a set available for you some time before your event.

Your earliest requirement, kit-wise, is to know what set of SI controls you will be using. We have SI units numbered 31 – 70 and 201 – 230. Normally the 31-70 range is used for league events and the other set for other events, but this isn't always the case when we have several events happening close to each other, so check with the Equipment Officer (equipment@ngoc.org.uk) what SI units will be available to you. Units can be re-programmed if necessary for specific events, eg to create two identically numbered controls for a final control, or to add a few units to the 201-230 range.

Lists of kit available for events are included in these notes at Appendix A If you need additional kit once again get in touch with equipment@ngoc.org.uk.

Maps

Maps of our areas are held by the Mapping Officer (mapping@ngoc.org.uk) and you should get in touch with him/her to obtain planning copies for your area. He will send you a digital file of the map on which you can use the free Purple Pen (or OCAD demo) software to plan your courses. The Mapping officer will also normally print your event maps for you, together with loose control descriptions if these are requested.

Other Resources

The event archive is currently not being maintained, but Paul Taunton as mapping officer holds details of all courses on all area going back to the early 2000s, so you can get hold of old courses and planning info for your area if you wish to do so.

Planning your Event

These notes do not tell you how to plan courses – read BOF Rules and Guidelines, and use your Adviser as a sounding board and checker. They do describe the logistics of planning and delivering the event, and this section is constructed as a set of checklists describing what needs to be done throughout the preparation for and delivery of the event. You may wish to print these off separately and use them as a diary and To Do list for your event.

There are 5 checklists:

- ^ A - Event Assignment – what to do when you have agreed to organise an event.

- △ B - Event Planning – all activities between taking on the job and E-day – 8 weeks, when your courses, still perhaps provisional, but nearing completion, need to be sent to the Forestry Commission (assuming of course that you are on an FC area), or maybe to other landowners for agreement or as a courtesy.
- △ C - Event Preparation – everything between finalising the courses and E-day – 1, the day before the event.
- △ D - The event itself – including the day before, when you are likely to do quite a bit of control setting and other preparatory work
- △ E - Post event activities – everything to be done once the event is over.

A - Event Assignment Checklist

Covers your initial actions once you have agreed to take on the event.

Ref	Action	Notes	Done
A1	You will probably have previous experience of the area as a runner or organiser, but if you haven't, do a little background research to enable you to form an overall plan for the event. Ask other organisers, the mapping officer and fixtures secretary for thoughts on the key logistics of the event – how to get there, and where to park and assemble, what options you may have, and so on.	Ideally do this as soon as you have agreed to organise. It may seem premature, but parking, access and overall event logistics are key factors in deciding where your assembly, start and finish will be, and it is always worth trying to form a view on these logistic issues as soon as you can.	
A2	Ask someone to help you as your Adviser, or speak to Permissions to sort one out.	The Adviser role is described earlier in these notes. If you are unable to find someone to act as your adviser, contact the permissionssecretary, who will try and help find someone. Anyone in the club (or indeed in another club) who has experience as a planner and/or organiser can carry out the duties of Adviser.	
A3	Find out, from the Permissions officer, who owns or has responsibility for the area, and therefore whom you need to liaise with as your plans evolve.	It is always beneficial to establish early contact with the landowner/manager, and keep them in the picture as you plan your event. They will generally be helpful rather than obstructive.	
A4	If you are using FC land, the process for getting permission is likely to change during 2018. We hope that we can agree a process with FC by which we notify them 6 months in advance of the event with outline details on the general area to be used, and parking/access plans.	This is an ongoing discussion with FC over the overall permissions process. Liaise with the Permissions Secretary to find out what is required for your event. At present we submit an all controls map, with parking and access details, to FC 8 weeks prior to the event. The plan is to get outline permission far earlier, and eventually to work towards not having to supply this level of detail. This is not yet agreed however, so your target date for an all controls map is still 8 weeks before Event day.	
A5	If possible, try and visit your area at the same time of year as the event, so that you can gauge the state of vegetation. This is of growing (!) importance in many of our areas.		

B - Event Planning

Covers the period up to 6 weeks before the event.

Ref	Action	Notes	Done
B1	Contact mapping@ngoc.org.uk (or see the contacts page on the website for phone details) to obtain a basemap of the area.	Events are planned using Purple Pen where possible. If you are not familiar with Purple Pen, you can download a copy free of charge from the web (http://purplepen.golde.org/) It will read the OCAD basemap supplied by the Mapping Officer. If you would like help with Purple Pen, contact the Mapping Officer or Chairman, who will arrange some support for you, such as a short introductory session maybe at an event.	
B2	Dependent on your venue, you may need to seek additional permissions to the basic ones obtained by the Permissions Officer. Check with the latter whether this is likely to be the case		
B3	Start your Risk Assessment. Maintaining this is an ongoing task throughout the planning and preparation phases for your event. Don't leave it to the last minute; add risks as they emerge, and keep your Adviser up to date with risks you have identified, and plans for mitigation. Note that the RA requires details of the nearest A&E department. This will normally be obvious from your location, but ask around if unsure.	Download the Risk Assessment form from the BOF or NGOC (Reference Page) websites. The NGOC one is identical to the BOF one, except for the addition of a contact number for BOF Chief Exec Mike Hamilton. Mike is chief welfare officer, and should be notified as soon as possible after the incident of anything which might give rise to general publicity, or to an insurance claim. See Appendix B for notes on how to complete the Risk Assessment.	
B4	Plan your courses. It is strongly recommended that you have someone – your Adviser – review your courses, and check your tagging and control placement. The most common problem with have with courses is misplaced controls, and it is vital that at least 2 people check each site and each tag. If you do not know anyone who is willing to do this for you, contact chairman@ngoc.org.uk , who will help find someone, or may even do it himself – you get out into the forest much more when planning than you do when competing! Confirm the range of control numbers you will be using with the Equipment Officer. Normally you will use: - Controls 31 – 70 for Leagues - Controls 201 – 230 for other events - Secure controls 201-230 for street events but these are not fixed requirements, and we can use any series for any event, subject to availability and convenience in getting controls to planners.	See BOF rules and guidelines for the standards to be met. The most important standard is technical difficulty (TD), particularly for junior/novice courses. Ensure you conform to the relevant TD for each course. See the References section above for information on where to look in the BOF rules. For Western Night league events, there are event guidelines on the WNL website , which must also be followed. Finally see also Paul Taunton's slides on planning NGOC local events, which can be found on the club website at http://www.ngocweb.com/documents/events/planning_NGOC_events.pdf or on the Reference page under the About NGOC menu item	
B5	We now try to provide a string course at League events. bear this in mind in your planning, with a view to identifying a potential area, near assembly, for the string course.	String courses are currently planned and delivered by Caroline Craig and Sheila Miklausic. Contact them to find out whether they can do one, and liaise with them subsequently to help them plan their course.	
B6	Whilst planning, keep an eye out for map changes. If you find any, send them to mapping@ngoc.org.uk so that the original maps can be updated as appropriate.	Your base map may need updating for vegetation changes, forestry operations, or introduction or removal of features near your planned controls. Our maps have evolved in this fashion for some time, which means that	

		they are updated piecemeal, and may well not conform exactly to what you see on the ground.	
B7	Also whilst planning, consider whether it would be appropriate and courteous to visit any properties which might be affected by your event – traffic passing, or just general event activity in close proximity. A brief call, or a note through the letterbox, does no harm and can head off complaints.		
B8	If you are using FC land, and need access to forest tracks through forest barriers, check that you can open these with the keys the club holds. Contact the Equipment Officer to get hold of a key if you do not have the one that should be supplied with the event kit.	Most barriers use a standard key of which we have a number, but some require a special key of which we have only one copy, and others we cannot open, as they are locked by other users – for example the quarrymen and miners on Bixslade – using their own locks. It is possible to get FC to change locks temporarily to the standard ones, if your event requires it, but they do not reliably do this, so try and avoid this if you can.	
B9	If you are using FC land, 8 weeks at the latest before E-day, send your all controls map, assembly, parking area etc to the Permissions Officer , for onward submission to FC These need not be your final courses, but should be close enough to ensure that any feedback FC provide will be relevant to your final plans. If you are not on FC land, you should still clear your 'close to final' plans with the landowner or other authority.	The simplest way to do this is to add parking and access routes etc to a copy of your purple pen file and then create a PDF of this. Purple Pen can generate PDFs. A How To guide for Purple Pen is available on the NGOC website in the reference section. (or will be sometime).	
B10	Send your initial event details to Pat Macleod for publication on the website.	These dont need to be final, but should be sufficient to give everyone an idea of the area, directions, access and so on, as well as advising whether there will be a string course or not, and describing any special requirements. Generally, we expect to publish initial details no later than 4 weeks before the event, and final details 1-2 weeks before.	
B11	At present (Spring 2018) responses from FC can be very slow to arrive. You need to work on the assumption that, generally, they will respond more quickly if there are problems, than if there are none, and so you should press on with detailed planning. For other landowners the communication will always be directly between you and them.	FC tend to issue a simple approval back to the Permissions Officer if they have nothing to say about your plans. At present FC permissions are very slow to arrive, sometimes not being given until only a few days before the event. The permissions Officer will be tracking this, so stay in touch with him/her.	

C - Event Preparation

Covers the period between finalising your courses and E-day – 1. With 1 key exception, these actions don't have any particular sequence or deadlines – they just need to be looked at and if relevant to your event completed before the event arrives. The exceptions are:

- ^ Your course maps need to be sent to mapping@ngoc.org.uk **no later than 2 weeks** before the event, and ideally sooner than that, to allow plenty of time for proofing, final printing and return to you.

Ref	Action	Notes	Done
C1	<p>Helpers. Dependent on what sort of event you are organising, you should enlist the help of the volunteer coordinator to engage some helpers. Your key helper – your Adviser – will already be engaged. For Leagues you should aim to have someone doing registration, and someone doing SI/Timing, as a minimum.</p>	<p>Liaise with the volunteer coordinator to agree how many people you will need. It's not always easy to find lots of willing helpers, so try to work on the principle that we use as few helpers as we can reasonably manage with. The volunteer coordinator will have a good idea as to the number of people typically needed, but may not know of any special requirements you have – for example road crossing marshals and extra parking people.</p>	
C2	<p>Signage. You will need 2 sets of signs – route signs, and event signs.</p> <p>Route signs. You will need a number of route signs to mark the route to the parking area from the 'Signed From' location on the website, via the forest entry location. Make a rough count of the number of signs needed.</p> <p>Event signs. It is always worth working out how many signs you'll need to route people to the start, for example, or back from the finish, to show one way traffic routes, to remind people to download, and so on. Once again make a list of what you think you'll need, as it's an unnecessary hassle to have to write them out on the day, and chances are, the club will already have most of what you need.</p> <p>Recently FC have started to instruct us to place public information signs at appropriate points around our area of activity. this requirement is often stated in the final permission document, and therefore notified very late to us</p> <p>If you have any special instructions for runners, such as significant map changes, or risks to be notified etc, make up some signs for displaying at registration.</p>	<p>We now use the large BOF fixed direction signs, rather than our home made universal direction ones. That means you need to know how many left turns, how many right turns and how many straight-ons you need. However we can supplement our limited supply of expensive BOF signs with our older ones if necessary, particularly once into the forest.</p> <p>The Equipment Officer has a large supply of miscellaneous signs from previous events, and can normally make up new ones for you if he hasn't got exactly what you need.</p> <p>The league kit includes a standard set of laminated signs with a space for the relevant date, which can be placed out at suitable parking spots and footpaths en route to the area. These need to go out about a week beforehand.</p>	
C3	<p>Equipment. The standard club kit includes all that is usually needed for your event, such as tents, tables, chairs, the start and finish banners and kits, supplies of red/white and black/yellow tape, a small first aid kit, and a small float. If you think you may need non-standard kit, or are unsure what is provided, discuss your requirements with the Equipment Officer, who will be able to source any extra stuff for you.</p> <p>You need to make arrangements to get hold of the kit, either from a previous event organiser, or from the Equipment Officer.</p> <p>We have 4 short range walkie-talkie</p>	<p>Consider the kit in 2 parts – the stuff you need in this preparation phase, and all the rest. The stuff you need in the preparation phase is the SI kit, flags etc, the route signage, and any special items (such as stiles, for example) which need to be installed on E-day -1. The rest of it could just turn up on the day if necessary, and that may be a practical option dependent on who is helping you on the day.</p> <p>Mobile phone coverage in the forest is patchy at best,</p>	

	radios.If you think they could be useful, for example between registration, start and finish, it's worth running a comms check before the event.	though probably better East of the severn. Again, it's worth running a check, and sharing relevant numbers between the key event helpers.	
C4	<p>Maps and Control Descriptions. Finalise your maps and control descriptions and forward these to mapping@ngoc.org.uk for printing. The Mapping Officer may discuss print numbers with you, or may just print what we normally print for your type of event.</p> <p>The Mapping Officer will normally print loose control descriptions as well as the maps, and will arrange with you how to get these and the maps to you.</p> <p>The Mapping Officer will also print you a few All Controls maps; tell him how many you'd like.</p> <p>This needs to be done at least 2 weeks before the event.</p>	<p>The Mapping Officer will often transfer your event from Purple Pen to OCAD to print the maps, but it helps the map printing process and saves Mapping Officer time if you can produce print-ready courses. See the Purple Pen How To document for more information on this; it refers to the finer points of course layout such as cutting circles, bending course lines and breaking them where necessary, and moving the control numbers so as not to obscure nearby features etc.</p> <p>The Mapping Officer normally also sends a copy of the course files to whomever is setting up the event on the club laptop. These can be used to create the courses in the system.</p>	
C5	Send any late web information updates to Pat Macleod for inclusion in the final details		
C6	<p>SI Setup. SI set up for a League is slightly different from that for other events.</p> <ul style="list-style-type: none"> - For most events, send details of your courses to whoever is going to be setting up your event on the club laptop. Typically this will be John Fallows or Pat Macleod. - For all events, you need to synchronise the SI units and clear down their memories. The internal clocks in the SI units drift to varying degrees, so that it is conceivable that the Finish unit clock has an earlier time than the final control clock, for example. This process sets the time of each SI unit to be the same as the master/clear station. It should be done not too long before the event – a day or so is normally fine. 	<p>At present this is invariably done by the equipment Officer, to check that all controls are working properly, and that replacements have been programmed if necessary. However, it's worth being aware of the general process required to ensure that the SI kit is in good working order for your event.</p> <p>The SI synchronisation process. You require:</p> <ul style="list-style-type: none"> - the SI units - one of the blue SI boxes containing the download station and printer. In this you will find a purple dibber labelled SERVICE, and a short black graphite rod. <ol style="list-style-type: none"> 1. Find the Blue Clear/Master SI unit. 2. Insert the purple dibber once into the blue SI unit; its display should read CLR. 3. Insert the purple dibber twice more; its display should now read EXT MA. If not, you may have dibbed too often, or not enough. The unit cycles through OFF,CLR,TIME MA and EXT MA functions, so just keep dibbing until you have the EXT MA mode set. 4. Insert the thick end of the graphite rod into the Blue master SI unit. 5. Now place each control in turn over the master so that the graphite rod goes through the hole in the SI unit. Do start and finish as well as all the other units. The unit will bleep twice to show that the time has been reset and memory cleared. Sometimes it takes a while to bleep. Try moving the unit around a bit, or take it off and try again. 6. When all units have been cleared, insert the purple service dibber into the master unit twice to switch it off. It is also worth switching off all the SI units as well. These are set to stay awake for, typically, 30 minutes, but longer for large events. Switching them off after synchronising them simply saves a bit of battery life. The purple SERVICE dibber will also switch off all the SI units with a single dib. 	

		<p>You can tell they are off because the display screen on the back is blank when the device is off.</p> <p>7. Remember to put the purple dibber and graphite rod back into the Blue SI kit box. We can't synchronise kit without those two critical components!</p>	
C6	Agree a plan with your Adviser, if you have one, for E-day – 1, when you will probably be aiming to set out the controls, less vulnerable to theft or vandalism, perhaps tape hazards, and do whatever other preparation you feel you can practically do the day before the event.	It is always worth breaking your all controls map down into workable sections. The Mapping Officer will print you a number of all controls maps for use in setting out, collecting up, and perhaps searching for missing competitors. Most people find that 10 controls is about as many as they can manage in a single carry, so split your controls up into groups of no more than 10, based on location, not course, and prepare these bundles of controls before setting off into the forest.	
C7	Agree with your team of helpers when you need them to turn up on the day.	Try to be ready well in time for the published opening time for registration, as queues can build up very quickly if you are still getting organised as competitors start to arrive.	
C8	Send your now complete Risk Assessment to your Adviser for review and signature. If you have no Adviser, send it to chairman@ngoc.org.uk	The RA should be signed by an Adviser or reviewer, and made available on the day to anyone who wants to see it.	
C9	Prepare inserts for the event board	Leagues have an event board which shows courses on offer, lengths and climb. You need to create some inserts for each course showing course length and climb. You can download a sample set from the Event Board Details item on the Reference page of the website and modify the values. Cut the sheet up along the marked lines and the inserts will fit neatly into the slots on the board.	

D - The Event

Covers the day before, and the event itself

Ref	Action	Notes	Done
E-day - 1			
D1	On E-day – 1, put out as many controls as you can. This may be none if you are doing a weekday evening street event, or most of them if in a fairly quiet part of the Forest of Dean.	<p>There are various strategies for putting controls out:</p> <ul style="list-style-type: none"> - Put out and set up the control as for the event; - Put out the control but leave the flag on the ground so as not to attract attention; - Put out and set up the stake and flag but not the SI unit, which goes out on the day; - Any combination of these. <p>There are two sole objectives behind your set out plan:</p> <ul style="list-style-type: none"> - Accuracy; the correct control in the correct place every time; - Security of the controls – SI units cost >£100 each. <p>The first is best achieved by accurate, checked, tagging, and by having 2 people visit each control site during setup, if possible; the second is sometimes a matter of luck – controls can go missing during the event – but the risk is usually reduced by putting the units out as late as possible. One practical way of meeting both objectives is for the planner and assistant each on the day to put out the SI units on the controls the other set out the previous day.</p>	
D2.	Having put out as many controls as felt safe the day before, check that all control setters found all tags, and	The most common cause of misplaced controls is the control setter not finding a correctly numbered tag, and putting the control where he/she thinks it should be. If in doubt, report back,	

	placed the controls accordingly. If a tag has not been found, it is essential that you return to the site, ideally with the control setter, to check and agree the location.	and get more opinions.	
D3	If practical, towards the end of E-day – 1, maybe on your way home, consider putting out route signs.	This can be a time consuming task if your 'signed from' location is remote from your 'forest entry' one, and it's best avoided on the day if it can be. We do not generally suffer from the removal or redirection of road signs, particularly outside built up areas, where people are generally tearing along too fast to be bothered to stop and fiddle with our signs.	
E-Day			
D4	Finish any road signing that may be needed.	This may include signs on forestry gates stating access for orienteers cars only.	
D5	Put out the remaining controls, and complete whatever checking plan you have agreed with your Adviser.	Ideally each control will be visited on the day by a person other than the one who put it out. For a League, however, this is seldom possible, and you will simply have to agree with your Adviser how to complete the process of setting out controls to a level with which you are comfortable.	
D6	Check that helpers have arrived and know where to set up registration, park cars etc.	Ideally let them know beforehand by sending them a simple picture of the assembly area, or talking them through it. Most experienced helpers will just turn up and set up their kit etc without needing to be told anything other than where you want them.	
D7	Give yellow maps and all control descriptions to Registration	If there are any special instructions for competitors, such as map changes, particular risks to be notified etc, give to Registration any signs you have made and make sure they know about these notices.	
D8	Make sure that helpers know where the start is, and maybe put up signs to direct runners to the start if necessary		
D9	Set up the Finish	Erect the Finish banner and tape the route from the final control, which should be very close to the Finish. Remember to sign the route back to Assembly if necessary, and perhaps put up 'Remember to Download' signs on the route back to Assembly if it's further than a fairly short walk.	
D10	Set up the Start, including taping the route to the start if required.	<p>Often the last thing you will do before the event gets under way. For non-League events, there is very little to do other than put out the start flag, clear and start controls, and start banner. For Leagues, it takes a little while to set out the start lanes etc, but if this is the last job you do, you can advise Assembly that you are going to the Start, and let them know when they can send the first runners down to the Start. There is often pressure from runners to start early, and if you are ready, no reason why they shouldn't, but do not be pressurised into letting people go before you are ready. If you have someone else running the Start you should nevertheless go to the Start, let them know you are ready, and tell them when they can let people start.</p> <p>There are 7 key parts of the League Start:</p> <ul style="list-style-type: none"> - the start flag, as planned - the start lanes and boxes: need not be elaborate but for Leagues you need a lane for each course, and 2 boxes per lane as a minimum, in order to manage queues for each course. Tape and pegs are provided in the Start kit - the maps and map boxes - the start control and a check control, which checks that the runner has cleared his/her dibber; if the check box doesn't beep, 	

		<p>the dibber needs to be cleared.</p> <ul style="list-style-type: none"> - the Clear station, which needs to be positioned such that people will see it easily as they approach the Start - a clock, to manage approximate separation between runners of a minute or so. Note that all our events have punching starts, so it's dibbing the Start box that actually starts the runner's time, not the clock time. 	
D11	Handle issues	If you are running the Start the people on assembly will help to handle issues that may arise, such as missing or misplaced controls etc. Make sure they know where you can be found if not at Assembly. However, if you have help with the start you should hang around Assembly so that you can handle any problems that arise. Your Adviser can also help in this respect.	
D12	Runner check	The SI team/person will be able to let you know when all runners have downloaded.	
D13	Collect in controls	<p>Either when all are back, or at course closing time, you can start collecting in controls. Ideally you will have recruited some help for this task before or during the event, and of course your Adviser would normally be available to help as well.</p> <p>You need to agree a collection plan such that all collectors report in to you, or to someone, when they come back with their controls. You should not leave the area until all controls and all collectors have been checked in.</p>	
D14	Take in all your signage, typically on the way home.		

E - Post Event

Covers everything to be done after the event.

Ref	Action	Notes	Done
E1	Sort out the kit and arrange to hand it on to the next organiser, or to the Equipment Officer		
E2	Ensure that arrangements have been made by the SI team to pass results to (currently) John Fallows, for upload to BOF		
E3	Ensure that results are sent to webmaster@ngoc.org.uk for publication on the club website	This will normally be done automatically by the SI team (who usually are the webmasters anyway!)	
E4	If you wish to publish any comments on the event, write these up and send them to webmaster@ngoc.org.uk	At one time Organiser comments were almost mandatory, but this is no longer the case for smaller events. You may feel, however, that you wish to comment on issues that may have arisen, or indeed any other aspect of your event, and this is the opportunity to do so.	
E5	If there is anything about the planning and execution of your event that you feel should be passed on to future organisers using the area, write a brief note describing the matter, and send it to webmaster@ngoc.org.uk for upload to the database. This might include any issues that arose during your event, such as complaining nearby	The event archive holds a brief area notes document, to which your comments will be appended. You are urged to do this if relevant to your event in order to help us avoid similar issues in the future.	

	householders, or indeed anything that might be of use to future organisers.		
E6	Submit your accounts to Treasurer@ngoc.org.uk	<p>This doesn't have to be complicated. If you have cash receipts, tally them up and let treasurer@ngoc.org.uk know how much you have. Deduct your expenses, and then arrange to get the balance passed over to the Treasurer by whatever means is most convenient. If you do not have the cash, send Treasurer@ngoc.org.uk details of your expenses.</p> <p>Club policy for expenses is that you should claim reasonable travel and other expenses (eg purchase of consumables etc), and that non-running helpers may do the same if they wish to. Helpers who also get a run should get a free run.</p> <p>The current(2012) mileage rate for travel expenses is 25p/mile.</p>	
E7	If there have been any reportable incidents, either injuries or damage etc, you need to ensure that an incident form is completed, and is sent to BOF within 7 days of the event.	Incident forms are held in the general equipment box at registration, or in the First Aid box.	

Appendix A. Equipment checklists

	League	Other events	Notes
Signage			
Road signs – various, as required	Y	Y	We have a small number of large BOF coloured signs, and large numbers of our own directional signs
'Access for Orienteers cars only'	Y	Y	If required for forest gates
Start/Registration/Assembly/ Download etc	(Y)	(Y)	There is no standard set of signs, but we have dozens of signs, so before creating your own ask equipment@ngoc.org.uk if we have the ones you need.
Assembly			
Tents	Y	Y	2 or 3 club tents normally required
Tables and chairs	Y	Y	As required. We normally provide tables for registration, computing and registration slip completion, and chairs for computing and registration, as well as providing the necessary stuff for the club cafe.
Club banner	Y	Y	
First Aid kit	Y	Y	
Emergency shelter	Y	Y	
Bag of tape – Red/white and black/yellow	Y	Y	
Misc pens etc	Y	Y	
Mallets	Y	Y	
Spare stakes	Y	Y	For miscellaneous signs etc
SI/Computing			
Blue SI kit box containing printer, download box and associated cabling	Y	Y	Normally provided on the day by whoever is doing computing, but may be with the kit for non-League events
Dibbers	Y	Y	Box of club dibbers for hire
Controls	Y	Y	Box containing a set of controls – 31-70 + Start(2), Finish(2), Clear and Check boxes, or 201-230 + Start, Finish, Clear and Check boxes
Stakes and flags	Y	Y	As required for the control set
Start			
Start banner, stakes and mallet	Y	Y	
Stake for start kite, and kite	Y	Y	
Map boxes	Y	N	For non-League events maps usually handed out at registration. For Leagues yellow maps also handed out at registration
Tape and pegs for start lanes, and coloured markers to indicate lane designations	Y	N	Lanes not normally used for other events
Clock, with stand	Y	N	
Finish			
Finish banner and stakes	Y	Y	

Appendix B. Risk Assessments

The Risk Assessment (RA) is a critical part of the event. Our insurance cover is jeopardised, and at worst invalidated, if no risk assessment has been carried out and recorded. Your Adviser can help you with the RA if you need advice.

Completing it need not be an onerous task, and contrary to some belief you do not have religiously to list all of the checklist items helpfully provided by BOF on the third page of the form. These are there to hint at what needs to be taken into account; they are not mandatory risk areas to be documented every time.

The key points of the BOF Risk Assessment are as follows:

1. Complete the first page with the relevant event details. Your Adviser should be the RA checker and signatory. If you don't have one, ask an experienced club member and event organiser to review it for you. Under the First Aid section, you should check whether one of the club coaches is planning to be at your event, and if so ask them if they would be your nominated first aider. If none is available, you will have to indicate that no First aider is present. If you don't know who the club coaches are, contact chairman@ngoc.org.uk.
2. On page 2, just list risks that may arise for *your* event on *your* day. For each, indicate its likelihood and impact, describe what should be done to mitigate it, and who will do it. Look at the event archive for previous RAs for your area, which may identify known risks that you need to plan for. An example might be unmapped barbed wire which needs taping, if your courses go near it. For summer newcomer events you may find no risks at all that need to be mitigated. You should still complete the RA and say so.
3. Page 3 is a checklist – you don't have to complete anything on page 3, and can leave it off any printed copies that you produce.

Appendix C. Location Data

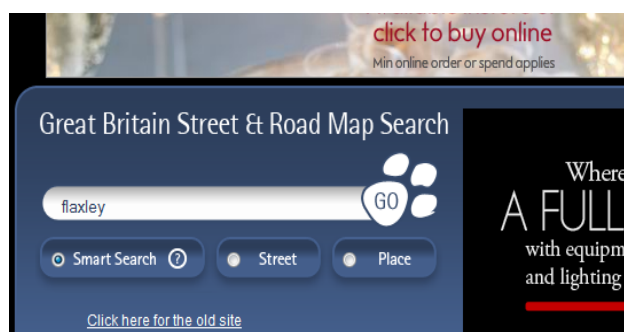
Normally the event/area database should provide you with all the information you need to 'locate' your event on the website; it should include a map showing possible signing and forest entry points, together with the required location data, but if you decide to use a new signing or forest entry location, you will need to advise the webmaster and fixtures secretary of this location, so that they can update the club and BOF websites respectively.

Event locations show an Ordnance Survey grid reference and postcode. They also enable users to see the location on Streetmap or Google Maps. In order to set up these services you also need to find the national grid reference and the Lat/long coordinates for the location. All of these values can be found quite easily using www.streetmap.co.uk. The example used here is Flaxley Woods. The event will be signposted from the Flaxley turning on the A48, and parking will be on the forest track which enters the wood in the south west corner.

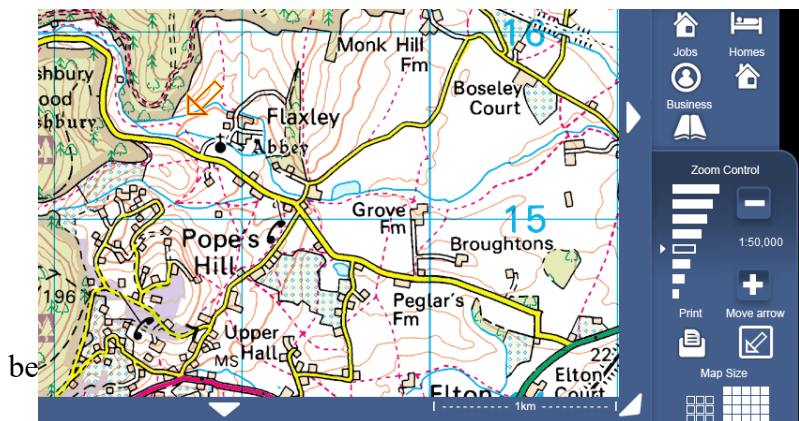
You can get started either by going to www.streetmap.co.uk, or by visiting the website and clicking on a Streetmap icon in the Fixture list. The latter is probably the easiest option if you are editing the website.

If going directly to Streetmap, enter a location search:

Select an appropriate option if multiple results shown. A map will be displayed with an arrow pointing to the selected location. If you have come from the NGOC website, the location arrow will be pointing the location you selected.



are

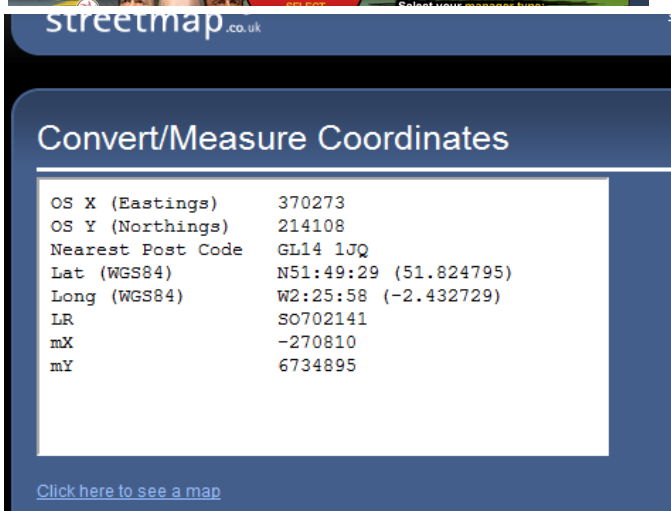


On the map shown here, the signing location is the road junction in the bottom right corner of the map. You need to gather the required location details for this junction.

Click on the 'Move Arrow' icon, and then click on the target road junction. The map will re-centre on the road junction, at which the arrow will now pointing.



At the bottom of the map, there is an option to 'Click here to convert coordinates'. Click this option. You will be presented with a list of coordinates for the point marked by the arrow.



You need to make a note of the following values:

OS X

OS Y

Nearest Postcode

Lat – note the number in brackets (51.nnn)

Long – note the number in brackets. (-2.nnn) Make sure you include the minus sign.

LR

These values are all required for your fixtures entry on the web page.

If you know the location of the entry to the forest, repeat these steps for that location. If you don't yet know it, you can now quit from Streetmap. You now have all the details required to update the location details for a fixture.