

Information for Event Organisers

Summary Checklist

For new organisers – make sure you have been in touch with a mentor from the club to answer any questions. Look on the BOF website if you need to check the level, date and venue of the event.

Contact the planner and identify location of start and finish. This is all you need to know about the courses themselves – the planner and controller will take responsibility for these.

Visit area to assess car parking, setup for registration and download, etc.

Send information to Peter Firth for the flyer (preferably 2 months before the event).

Contact the teams – start, registration, finish, first aid (when you know the location of start, finish and assembly).

Make arrangements to pick up signage etc.

Assess risks and fill in risk assessment form.

This information is also available on our website under Documents.

Initial actions

Remember: more experienced club members are always happy to answer questions. Mary Rack (Volunteer Co-ordinator) will send contact details of team leaders and other key members when she confirms your offer of help. People who have organised a previous event on the area may have valuable information.

1. Begin by making contact with the planner. When they have decided where the start will be you can think about car parking and facilities.
2. Check with Paul Boyles that he has permissions from the landowners and whether you need to contact any of them prior to the event.
3. A site visit is useful when making decisions and to flag up any issues re access or safety.
4. You will need to know if the planner is using SI boxes or punches. If it is punches you won't need to plan for download in the same way. The planner will sort out this equipment for themselves.
5. As soon as you have initial details of the event send these to Peter Firth. Ideally, he would like basic information 2 months before the event to add to the flier on the website.

Facilities

Somewhere undercover for registration and download is preferable but not essential. If there is nowhere suitable, or for smaller events without SI, event officials may decide to use their cars. The club has a generator so it is not essential for mains electricity to be available at start and download.

If using nearby facilities (e.g. scout hut, working man's club, sports facilities) we will be using their electricity and someone will need to open up so it helps to offer something in return. Venues may be able to provide tea or sell drinks as a way to raise some money for themselves.

Larger events in more remote areas may need tents for registration and download. Patrick has these.

Toilets

You will need to let people know where the nearest available toilets are. In Newcastle 'Use Our Loos' on www.getintonewcastle.co.uk is a useful resource. Don't advertise toilets in places such as nearby leisure centres, unless permission has been granted to do so.

In a rural area the club chemical toilet and tent can be used. (Ask who has the toilet stored in their garage. Toilet paper, hand sanitiser, chemicals should be along with it.) You need to plan for emptying the toilet after the event. You could do this at home or if there is a suitable location at the event you could dig a hole for disposal. Alternatively you may be able to persuade a nearby caravan site to let you use their chemical toilet disposal point.

For larger, more rural events it is likely that you will need to hire commercial chemical toilets. The club generally uses Nixon Hire (details available online). See [Notes on Insurance](#) below concerning leaving toilets out overnight. Organisers generally use long gripples (ask Patrick for these) to lock them shut and to secure them (e.g. to trees).

Car parking and Road Crossings

If using a public car park it is worth finding out how much it costs and how busy it is likely to be on the day of the event. If you are using off road parking you should also think of an alternative in case of wet conditions. For rural locations you may also need to discuss parking with the landowner. (Paul Boyles will have contact details.)

If parking is limited or otherwise not straightforward you will probably need to find volunteers to marshal car parking, particularly for the start of the event, when most people will arrive. You can ask Peter Firth to send an email to all club members.

If there are road crossings (apart from small estate roads) between Registration and the Start or on any courses run by Juniors you will need to organise marshals to oversee under-16s. (You will need more than one so the volunteers have a chance to get a run.)

Flyer/Publicity

Information on the following should be sent to Peter, preferably two months ahead of the event. Peter sometimes has flyers from events held previously at the same area which are useful to see. You will need to ask the planner for some of this information.

- Event level - see BOF site if unsure
- Location - postcode and grid reference
- Travel - explain how to approach parking site and where it will be signed from

- Fees and Times - these are fairly standard across events
- Punching - SI or punch cards
- Courses - names but no need for lengths. These can be confirmed later.
- Map – scale
- Terrain - e.g. country park, open moorland, urban
- Risks - briefly mention any risks specific to the area
- Names of officials – Organiser (with contact details for enquiries), Planner and Controller.

If you have a printed flyer and are visiting the area you could display this locally to attract newcomers. Club members who travel to events in other regions will be happy to take fliers for larger events.

Registration/Start/Finish Teams

Contact Peter (registration) and Paul (finish and download). They will need to know any details about where registration and download will be held. A finish team is not usually necessary except where there is a remote forest or moorland finish.

Contact Joanne Field (start team). The start team will need a map showing the route from registration to the start.

Risks

Ask Katherine Brown or Tricia Davies for a risk assessment template to fill in. She may also have a previous risk assessment for this area to use as a starting point. You will need to bring copies of the risk assessment to the event, one to be signed by the controller, another to leave at registration. Current regulations ask for a copy of the risk assessment and the route to the nearest medical facilities (minor and major injuries) to be displayed at registration.

Think about likely risks;

- to participants - e.g. tick bites, road crossings, exposed condition
- to the public - e.g. collision, frightened horses
- to the officials - e.g. traffic, overhead powerlines (tents, feather banners)

Discuss risks with the planner as you will not know what terrain the courses cover. If necessary you can alert participants to specific risks by including them in the flyer (see above), putting a notice at registration and/or by asking the start team to mention them.

If the event is taking place in an exposed moorland area (eg Ray Demesne, Beanley) contact Mountain Rescue to let them know it is taking place (Northumberland National Park Mountain Rescue).

Lost Runner Plan

If an event is taking place in a 'serious' area Ray Demesne, Slaley, Thrunton, Kielder, Beanley the organiser and planner should discuss a lost runner plan. You should make sure a number of physically fit club members are staying to the end of the event (e.g. to collect controls). This could also involve asking forestry commission for use of keys to locked gates or taking note of road access to other parts of the area.

In the event of an emergency, the emergency services should be informed at once.

Signage

Think about access to the event. Where will you put signs? Will you need the "Caution Runners" signs? Will you need to sign the route to Registration? (The start team will sign the route from Registration to the Start)

Signs are kept in the Organiser's Box. Make sure you arrange to pick this up in good time. It also contains the First Aid kit. This is usually held by Katherine Brown between events.

First Aid

Make sure that there is a qualified first aider at the event and that they agree to provide event first aid cover. There is a list of qualified first aiders on the club website. The First Aid kit is in the Organiser's Box.

Post-Event

All being well the event will run smoothly on the day and you will have a chance to participate! After the event, thank the start team, registration, download and marshals.

Please arrange for equipment to be returned to Patrick Smyth or, if this is not possible, passed on to the organiser of next event.

Please fill in a brief event form (can be downloaded from the Documents section of the website.) The organiser and registration should between them provide a record of the number (not names) of participants, including those who did not have a run, and send it to Joanne. The signed risk assessment should go to Katherine.

Should the need arise you will be responsible for sending an accident report to BOF. The form can be downloaded from the club website.

For a level C event the organiser and/or the planner usually provide notes on what went well and any feedback they have received for the results page on the web site.

Notes on Insurance (full version is on the NEOA website)

Toilets

You will need to contact the club's insurers (see below) ahead of time to inform them that toilets are being left overnight. Portable toilets are covered overnight but must not be left unsecured in "exposed" places such as open land, lay-by or public forest track. Preferably use a farmer's field or a concealed location. These units are more attractive than you might think. In the event of security being marginal the units must be locked and secured.

SI Boxes

Controls can now be covered if put out overnight, subject to (i) prior advice to Richard Weston Limited (ii) placed in remote locations only, i.e. off paths or public spaces and (iii) only put out the day before the relevant event.

Unexplained loss is not covered so you must ensure that all incidents involving theft are immediately reported to the Police, however bizarre that may seem to them!

Contact details for questions: Heather Copestick (Richard Weston Ltd) preferably by email info@richardweston.co.uk or tel. 020 8543 6166

Quote BOF clubs all risks – North East Orienteering Association