

## Organising

(Resource section of BL website has most if not all the paperwork you will need)

(drafted initially by John Roelich)

### Well before the event

- **Car Parking;** Liaise with the Planners early on - If we want a Field, or a Field for the String Course (String Courses traditionally are NOT the concern of the Planners and are not usually run over the same area as the Event), you will need to liaise with the Planners to ensure that their Start and Finish sites are compatible with available parking, then contact the Farmer (ask Anita Laird - Fixtures Sec) and negotiate fees for the Car Park Field, if used - £1 a car is fine.
- **Initial Publicity** for information; this is the information that appears in the NW Fixture list (by the time you get the job it may already have been done). You will also need to prepare a flyer to advertise the event (Not necessarily printed, see resources section on BL website for example). Check details with Planner and Controller. E-mail to Anita Evans for Web-Site. The flyer in the resource file is designed to be printed as B5, so print two per A4 sheet and stick up around the place.
- **Book Loos;** Ask Dick to make initial contact - he is a known name, he will phone Cumbria Loos (01900 607272) and ask for 2 loos. Dick will mention that it is for Cumbrian Galoppen. They will ask you where they are to be delivered. Initially a description of the location (In the Lay-by).
- **Risk Assessment;** There is a British Orienteering Risk Assessment on the BO Web-site. There is a sample one filled in for Coombs wood in the resource section of the BL website. Send copy of finished form to Controller. Keep one copy.

### Closer to the event

- Decide what jobs you **need to be done on the day and get manpower**. See table (initially from John Roelich also in resource section of BL website) of helpers needed and job description. In the fortnight before the event email all BL members asking if they are available on the day for a job (send your email to Karen Blackburn and she will forward it to everyone).
- **Liaise with Planner over Maps/Control descriptions and who will bring them to the event.** Planners' responsibilities should be from the Start Line to the Finish Line. Liaise carefully over the exact demarcation line eg. Who puts up Start/Finish/Clear Box Stakes & SI Boxes.
- **Send Anita Evans the LATE details for the website**, check details first with your planner and controller (see resource section for sample).
- **Collect non-electronic Equipment from the Wrens place;** It is best to phone first, during the week before the event to arrange a time to collect things you will need. In their Barn are all the pieces of equipment you will need (see equipment list in resource

file on BL website). Signs to put out to direct people to the event, the Organisers box with ready made signs, Start and Finish banners and metal stakes to support them, Club Tents, Tape, Signs for use on the day, and for use as notice boards, and arrange (with Angela) for Computer, and (with Richard Evans) for Leisure Batteries & Cabling etc to arrive at event in good working order and set up for the event.

- **Contact Cumbria Loos again;** they may want you to give a more detailed description of the route. You can confirm the exact number of Loos needed. Dick Whitworth will advise you on this. You can give them a mobile number (check Mobile reception!) and meet them in the Car Park on the Saturday before the event, if there are any doubts.
- **Visit the Car park field and locate the Start and Finish;** Good idea to check the car park (especially a field entrance) is still fit for purpose. Obtain a map from the Planner, showing the location of the Start and Finish so you can work out how to sign safe routes to the start and back from the Finish from the Car park. You can also plan how you are going to use the fields, if used, where to park cars, where registration and download will be and which way out of the field you will go to the Start (it is not a good idea to exit the field by the Car park entrance, if you can help it). It is preferable that the registration and download are close together for the smooth running of computers, and download should be after the finish otherwise there will be the temptation to download without finishing. If the area is heavily used by the public it is worth posting a few 'dog walking' notices to let people know the event will be taking place - see sample in resource section.
- **Signing the route to the Car park from a major road;** This is a job it is best to do on the morning of the event, or on your way home the night before, but possibly by someone other than the Organiser. It always takes longer than you imagine it will do. The last thing you want, on the day of the event is to be late into the car park.
- **Prepare handout for the day (FINAL details).** This is essentially the same as the 'late details' file you put on the website with the directions removed (see resources section website).

### On The Day

- **Getting ready on the day;** It is best to get equipment for key jobs; Start, Finish, Car parking, Download, Registration all separate so you can hand it over to the teams who will set it up for you. Remember floats for car park, Registration and e-card hire. You will need to put up road signs, sign route to Start and Finish, Put up notice boards on the day as well as brief people as to what you want them to do. (this will be a little hectic at first but once everything is put out you can relax and watch the event. Putting Controls out, if needed; the Planner will detail where people need to go to put controls out, I suggest you meet in the Car park area first.
- **Collect Contact details from helpers;** If there is mobile phone reception, get numbers of helpers phones before they set off so you will be able to communicate more effectively

- **As the event proceeds;** You will need to play it by ear, don't be afraid of asking other club members for help and advice if a problem arises. Liaise with registration and download over map numbers. Control Descriptions are numbered in descending order by Dick (if asked). If running out of CDs and therefore maps, collect maps from early finishers, roll up and seal, send with competitor to start. Ensure name and address taken of original map-owner so that new map can be sent if wanted.
- **Towards the end of the event;** The Controller will want to know how we account for late and missing competitors. Angela Whitworth, Anita Evans or Jeff PD on Download will be the people to liaise with. Cars in the car park, friends who have travelled with competitors and a check of the Computer (after the Start Boxes have been downloaded) are ways of checking everyone is back.
- **Clearing away afterwards.** While late or missing competitors are being looked at you can start to dismantle things. The Start and Finish teams will bring back their equipment and signs can be collected in. Control collecting should be on your Jobs List. Collectors should collect in Planners' Tapes as well as Markers. SI Boxes & Canes. If all Kites and SI Stations are returned to the car park field things can be sorted more easily. A litter check is important at the very end. The loos can be left for the firm to collect them on Monday.
- **Arrange with Computer Team for Results** to go on Web that evening **AND** all electronic equipment & SI boxes to go back to/with the Whitworths, preferably straight from the event.

### **After The Event**

- **Return of things to the Wrens** is at your convenience - but the sooner the better.
- **After Event, Fill in Event Registration forms for BOF Levy (ask Dick) and claim Organiser's expenses ( BOF travel rates are 25p/mile )**

Feedback about this information sheet to Christine Goulding