Planning and Organising Local Events

COVID-safe version

(14th October 2020 - based on Version 0.2, 23 July 2020)

1. Introduction

BL Local events are generally held on a Saturday morning. The intention has always been that they are simple to organise with no unnecessary "frills"; as much as is possible that remains the case while still adhering to British Orienteering's "COVID Safe Orienteering" guidelines (see appendix), which you should probably read in conjunction with this document.

The main differences from pre-COVID local events are:

- Newcomers to the sport are no longer encouraged to come because of the difficulty of providing face-to-face instruction. Therefore, no novice course is provided.

- There is no entry on the day; everyone must pre-enter and there are limits on how many people can start in each time slot. See appendix for the current limits.

- It might be necessary to have two starts to assist social distancing

- A full computer system is used instead of the simple splits-printer only version.

- Extra signs and notices reminding competitors to observe social distancing are required and hand sanitisers must be available at key locations.

The number of competitors at the local events in 2019 ranged from 40 to 100 with an average of around 70. Numbers will probably be higher than this now because there are relatively few other events being put on.

Note: To make it easier to keep this document up to date, all contact details and other information that may change regularly are in the appendix at the end. The document will, for example, refer to the Fixtures Secretary and the appendix will give the name for the current Fixtures Secretary.

2. In Advance - Planning

Permission: By the time you get involved permission will have been sorted out. If you have any questions contact the Fixtures Secretary. The Fixtures Secretary can also tell you about parking arrangements, though they are normally obvious.

Map: Contact the Mapping Officer to get the up-to-date version of the map. This will be supplied as an OCAD file. If when planning you find that updates are needed, then the Mapping Officer will be able to help with this.

Courses: The most likely range of courses required is Orange, Green and Blue but you should discuss this with the Fixtures Secretary or Chairman. Note that NO novice course should be provided, but you can offer additional technically difficult courses if you want and if the area is suitable. (e.g. Short Green, Brown)

In the appendix are links to planning guidance for courses of the different technical standards.

Course Lengths: In theory a Blue course is defined as being something a top male elite orienteer could do in around 37 minutes. Green is about 70% of the length of Blue, and Orange about 45% of the length of Blue.

In practise this translates to course lengths in these ranges, depending on how rough the terrain is and how much climb the course has:

- Blue 5.0 km to 7.0 km
- Green 3.5 km to 5.0 km
- Orange 2.3 km to 3.2 km

If in doubt keep the Green and Blue courses on the short side rather than long, unless a Short Green is also being planned.

Start and Finish: Before starting planning you need to decide where the start(s) and finish are going to be. You will probably need two starts to allow for the limitations on the number of people who can start from the same location in a time slot (see appendix for current limit). Green and Blue should be at separate starts and Orange can be at which ever is better from a planning point of view. Ideally the starts should be within sight of the carpark so that competitors can wait in their cars and avoid queuing. In practise this might not be achievable, but the closer the better. It also helps if the starts are close enough to each other to allow a single helper to keep an eye on both, however they must be at least 50m apart.

The finish should be far enough from download to allow competitors to recover before downloading, but not so far away that they are likely to forget to download. 100 to 200m is ideal if this is achievable. The finish should also be at least 100m from the starts.

Purple Pen Software: Planning is normally done using Purple Pen software which is available as a free download (see appendix). It includes a help menu. If you are using it for the first time the "Quick Walkthrough" option is a good place to start.

COVID Considerations: Avoid legs that could result in competitors running in both directions through the same narrow pinch points (small paths/gates/stiles).

Control Codes: By default, Purple Pen assigns control codes from 31 upwards. However, because of how the club's SI boxes are normally numbered you need to use codes 101 and above. Try to use consecutive numbers with no gaps (i.e. if, for example, you have 30 controls you use codes 101 to 130). There is a facility in Purple Pen to re-number controls if required. (Note that this does *not* mean that each individual course needs consecutive codes.)

Checking Control Sites: You need to visit all the control sites in advance to check that they are ok. You might want to mark them with a coloured tent peg (available from club equipment store) or similar to make it easier when putting out controls, but it's not essential. For urban events, decide what you are going to attach the control and SI box to.

Control Descriptions: You need to put control descriptions on the map (Purple Pen makes this easy), but loose descriptions are not permitted. Descriptions should be pictorial for all courses. The course closing time should be shown at the bottom; this is normally 90 minutes after the last start time.

Map Printing: This is done by the club's Map Printer. You should send the Purple Pen file and OCAD map file(s) to him at least a week before the event to allow time for printing. At pre-COVID events it was possible to get round any shortfall in the number of printed maps by recycling. This is not now permitted so make sure that there are sufficient maps, even if this leads to left-overs.

More Advice and Information: If you want more help with planning then the club has a lot of experienced planners who can act as mentors. The Fixtures Secretary or Fixtures Personnel Manager can help find someone if necessary. You might find it useful to look at previous events on the area using Routegadget (see appendix).

3. In Advance - Organisation

Pre-entries: All competitors must pre-enter, with absolutely no entry on the day. The SI-entry system is used. The club's SI-entries Coordinator will help you set it up. Entries need to open 2-3 weeks before the event.

The information you need to provide for setting up pre-entries is:

- Courses available and their lengths

- How many start locations there are and which courses use which one.

- The start time range and whether, if all time slots become full, the range can be increased – this is something to discuss with the Fixtures Secretary or Chairman. Sometimes a limit on total numbers is needed, if for example there is not much parking. Start times are normally from 11:00 onward.

- What date entries should open and close. Normally the closing date is three days before the event.

- Cost – see appendix for normal prices. Sometimes it is higher than this if there is a high land use fee but if so, the Fixtures Secretary will let you know

Toilets: If there are no public toilets at the car park then it may be necessary to provide one or more mobile toilets. It depends on the number of competitors expected and the nature of the area. Discuss it with the Fixtures Secretary or Chairman who will also be able to advise on where to hire them from. You might be able to delegate responsibility for hire etc to someone else. Normally they are delivered and collected on weekdays. Someone might need to be available when they are delivered to say where they should be positioned, and to make sure they are securely shut.

Risk Assessment: You will need to complete two Risk Assessment forms, one standard one and one somewhat complicated one for COVID-related issues.

- Standard RA form: There is a link to a blank form in the appendix, and also an example of a filled in one. If you want a copy of the Risk Assessment for the previous event on the area contact the Fixtures Secretary.

- COVID RA form: Contact the Fixtures secretary for the COVID Risk Assessment form which you can then amend as appropriate (e.g. remove information about toilets if they are not being provided).

Both Risk Assessments needs to be signed off by a qualified Controller. There is a list of club Controllers in the appendix.

You should have a copy of both Risk Assessments available at the event.

First Aid: Qualified First Aid cover is a requirement. There is a list of the club's qualified first aiders in the appendix. You may need two if both want to run. There is a special COVID-safe first aid equipment. This is NOT in club stores with the rest of the equipment so you need to make sure it is brought to the event. The appendix tells you who currently holds it. It also contains bottles of hand sanitiser which are required at key locations (start, download etc as explained below). In the appendix is a "First Aid Protocol" for COVID-Safe events. You need to make sure that the first aiders have read this.

Helpers: These events were originally intended to be run by one or two people. However, the increase in numbers attending means that it is a very good idea to recruit some helpers, for example to make sure the starts are functioning properly. If you are having problems finding help, contact the Club Emailer who can put out a request in the club's regular news email.

Computer System (for download, SI-card hire, results etc.): At pre-COVID events all that was needed was the splits printer. However now that all competitors are pre-entered with no registration on the day, the full results system is required. You will almost certainly need help setting it up in advance and help on the day to sort out problems/queries. The actual download procedure is very straightforward but inevitably there are special cases which require knowledge of the system. The Fixtures Secretary or Fixtures Personnel Manager will be able to find someone to help you with this.

Pre-event publicity: Before entries open you should supply the following information to the club Website Manager:

- Location of parking including a Grid Reference (and Postcode if possible)
- Courses available and their lengths
- First entry date
- Start time range
- Any limits on entry numbers
- Any additional information you think is necessary or helpful at this stage (e.g. are there toilets? How far to the start/finish?)

Final details: These should be sent to all competitors in the week before the event. This is done via the SI-entries system. You also need to send them to the Website Manager. The final details should include as a minimum:
- Reminders about the need to socially distance and to follow British Orienteering's "Participant Code of Conduct" (see appendix)

- Location and travel directions
- Site layout map showing parking, toilets, download, enquiries and finish. This will reduce the number of competitors needing to ask for directions on the day. If there are multiple starts label this clearly. Give approximate distances to the starts
- Course details
- Map information: scale, contour interval, anything unusual about the map
- Link to entry list so that competitors can check their start times
- Where to collect hire SI-cards and a reminder that unless dibber hire is required competitors can just go straight to the start,
- No course changes on day are allowed

Other possible things to include:
Information about dogs. Might cagoules be compulsory? Can shorts be worn? Where are the nearest public toilets (if none are available at the event)?
An example of final details is in the appendix.

4. Equipment

Electronic Equipment: The Electronic Equipment Officer will supply this. At least a week before the event you will need to tell him how many controls you are using and the range of control codes (see above in Planning section).

You will be supplied with:

- SI boxes for all controls (plus spares). These will be enabled for contactless punching
- Start boxes (one per start and spare)
- Clear boxes (one per start and spare)
- Check boxes (one per start and spare). In addition to checking that SI cards have been cleared, this box also turns on the contactless mode for SIAC dibbers
- Finish box (and spare)

Depending on who is in charge of on-the-day computing, you might also need:

- Dibbers to hire out to those who don't have their own. (Note there is no charge unless the dibber is lost.)
- Computer (set up ready for the event) plus download stations

Non-Electronic Equipment: Contact the Equipment Officer(s) to arrange a suitable time to collect this.

You will need some or all of the following:

- Control kites (including ones for the start and finish plus some spares)
- Control stakes (fibreglass poles with a holder on top for attaching SI box, and clips on the side for attaching kites). There are two different lengths - long stakes are generally better for the Novice course for greater visibility, short stakes are better for technically difficult courses
- For urban event, gripples (plus key) to attach kites and SI boxes securely to fences etc. Stakes are not generally needed for urban events
- Road and other signs as required plus hammer. A "Don't forget to Download" sign for the finish is definitely a good idea.
- Standard (i.e. non-COVID) First Aid rucksack
- BL 'feather' (banner)
- Canes and red/white tape to mark the route to the start and/or back from the finish.
- Canes for marking 2m spacing in queues at the starts, download and toilets
- Start and Finish banners (plus means to erect them unless you can use an existing fence/wall). Or you could just use signs on stakes if you prefer. If there are multiple starts you need signs to identify which start is which – you might need to create these yourself from blank signs.
- Aluminium stakes with SI box holders for Start, Finish, Clear and Check boxes (or you could use the fibre class ones)
- Map bags/boxes for holding the maps at the start. These need to be clearly labelled with the course name

- Organiser's stationery box (tape and general items)
- Club tent if you want to use it for download, though the back of a car is fine
- Table for download station
- Loo paper (you may need to buy this yourself and claim it on expenses)

COVID-Specific Equipment:
- COVID first aid kit (see appendix to find out where this is held)
- Bottles of hand sanitiser (these are with the COVID first aid kit)
- Sanitising wipes for loo door handles (these are with the normal equipment)
- Official British Orienteering signs about social distancing and not participating if you have symptoms (see appendix to find out where these are held)

Additional Equipment to acquire or make:

- A copy of British Orienteering's "Participant Code of Conduct" (see appendix). This should be held at enquiries/download with the risk assessments.
- A copy of the site layout map (as published in the final details) to display at enquiries.

5. The Day Before

Putting out controls: Depending on the area, you will might need to put out some of the controls the day before the event. (Unless you are happy with an extremely early start!) Controls at possible risk of vandalism should only be put out on the day.

Useful tips:

- Use Purple Pen to set up and print a "course" that includes all the controls, in the order you will put them out. This can help with control collection too.
- Thread the SI boxes on to a string in the correct order so that the right box is always to hand - this can save quite a lot of time.

Note about contactless punching: SI boxes only work in contactless mode once they have been "woken up" by a dibber inserted in the hole. For bigger events the standard thing to do is to visit all controls on the morning of the event to wake them up. However, this is not necessary for a local event; the only effect of not waking them up is that early starters with contactless cards will find they need to dib normally at some controls. If they tell you that the SI boxes aren't working in contactless mode you know not to be concerned! In fact, if you do plan on waking the controls up before hand, please let the Electronic Equipment Officer know so the stations can be programmed to stay awake long enough.

6. On the Day

Give yourself plenty of time. Competitors often arrive early!

Controls: Put out any controls not already in place.

Road signs: Put out any road signs you have decided to use.

Parking: Parking is normally DIY, but there might be events where either parking officials or signs are needed.

6.1 Download/Enquiries Set Up

Set up a car/tent with download computer, download station, SI hire-dibbers and British Orienteering's notice not competing if you have any COVID symptoms or are quarantining. Position the download station on a table at least 2m from the person using the computer. Set out canes at 2m intervals to show where to queue

6.2 SI-Card Hire Procedure

Competitors who didn't fill in an SI-card number when pre-entering will need to collect one on the day. The procedure is:
- The competitor takes an SI-card from the box

- They read out the number which is then entered in the computer.

Also, some competitors who did enter an SI-card number will probably want to change it on the day, or hire one if they have forgotten to bring it. This is permitted.

Some competitor will probably ask to change course. In theory this is not permitted as maps may run out. However, in exceptional circumstances, and if there are known to be sufficient maps, you can allow it. Remember that because of COVID, maps cannot be recycled.

6.3 Starts

Sign or tape the route to the starts if necessary. Set up start banners (or signs). Put maps in bags/boxes. Keep bags/boxes for different courses 2m apart. Set up clear, check and start SI boxes on metal stakes and make sure they are clearly labelled. Set out canes at 2m intervals to show where to queue. Put up the British Orienteering sign about maintaining distance. Put out a bottle of hand sanitiser for competitors to use before picking up their maps. This needs to be somewhere before the start box so that competitors aren't doing it in a rush because their time has started.

The normal arrangement is to have the clear box first, then 2m further on the check box, then 2m in front of that the start box and finally the map boxes beyond that. The 2m queue-spacing canes are placed before the clear box with the British Orienteering distancing sign and hand sanitiser at the start of the canes. However, the start location might make some other arrangement more suitable

Pre-COVID it was not necessary to have a helper at the start - competitors just organised themselves. If a start is not too busy, or is visible from enquiries/download you probably don't need anyone there, but otherwise it would be a good idea to have someone checking that competitors are not starting within one minute of each other and nor are long queues developing because competitors are leaving too much time.

6.4 Finish

Set up finish banner (or sign) and finish SI box on a metal stake with a kite. Put out a notice reminding competitors to download. If it's not obvious. mark the route back to the car park with red/white tape or signs. There is no need to man the finish.

6.5 Download Procedure

Make sure to collect hire dibbers – ask competitors to put them in the box themselves.

Splits printouts are not available, but tell the competitors their time and anything else they want (position winning time etc).

As course closing time approaches, check whether there are any competitors still out. This is done by downloading the start box and comparing it with who has downloaded. What you should do if there are missing competitors is very circumstance dependent, but some of the things to think about are:

- Are they really still out or have they forgotten to download? Download the finish box to see whether they went through the finish. Check on the computer to see whether they entered as part of a group, in which case there would be people waiting for them. Check whether there are still cars in the car park.
- Make sure you are not the only person left waiting for them. If there really is a problem you will need help.
- Call Mountain Rescue sooner rather than later especially in winter. (Ring 999, and ask for the police and then mountain rescue)
- If anyone goes out to look for a missing person make sure you know where they are going and check that they come back

6.6 Toilets

Set out canes at 2m intervals to show where to queue. Put up the British Orienteering sign about maintaining distance. Put a bottle of hand sanitiser at each loo door.

During the event check at regular intervals that there is sufficient loo paper and hand sanitiser and use an antiseptic wipe to clean the door handle inside and out.

Once the event is over, close the loo doors with cable ties or something equivalent to prevent them being used by the public before they are taken away.

6.7 Results

No at-the-event results are provided. However, the club always tries to provide results and Routegadget on the website on the same day as the event. Whoever is helping you with the computer system will know what to do about results. For Routegadget you need to send the Purple Pen file and OCAD map file to the website manager. This can be done in advance of the event.

7. After the event:

Return all equipment to the stores, Electronic Equipment Officer etc.

Claim travel and other expenses from the Treasurer (see appendix for current travel rate). It's important to do this - the principle is that you give your time freely, but you should not be out of pocket.

Appendix

COVID information

British Orienteering's **COVID-safe orienteering guidelines** and **Participant Code of Conduct** are available from: https://www.britishorienteering.org.uk/COVID19_Safe_orienteering

Current Limits on Starts:
If each participant is allocated a start window (e.g. 11:00 to 11:15), a maximum of one starter per minute is permitted from each start location, regardless of whether or not they are on the same course.

COVID First Aid Kit and hand sanitiser are held by Christine Kiddier

COVID Signs (for queues and download/enquiries) are held by Keith Tonkin

Planning

Planning guidance for Green and Blue courses:
www.britishorienteering.org.uk/images/uploaded/downloads/planners_greenandblackcourses.pdf

Planning guidance for Orange course:
www.britishorienteering.org.uk/images/uploaded/downloads/planners_orangecourses.pdf

Purple Pen planning software is available to download free at: www.purplepen.golde.org

Border Liners Routegadget is found at www.bl.routegadget.co.uk/rg2/

Organisation

Risk Assessment forms:

>Standard (non-COVID) blank form:
>www.britishorienteering.org.uk/images/uploaded/downloads/BOFevents_forms_riskassessment%202010.doc

>Example:
>http://www.bl-orienteering.org.uk/resources/RiskAssessment-sample.doc

>Contact the Fixtures Secretary for a COVID-specific Risk Assessment form

Entry Fees (unless you are told otherwise):

>Junior (M/W 20 and younger) - £2.00

>Senior (M/W 21 and older) - £5.00

Mileage Rate for claiming expenses – 25p per mile

Club Contacts:

(Where no email address is given, you will need to look in the membership list which is emailed to all club members in February or March each year. If you still can't find it contact the Membership Secretary using *membership@bl-orienteering.org.uk*)

Chairman: Richard Evans (chairman@bl-orienteering.org.uk)

Fixtures Secretary: Karen Parker

Fixtures Personnel Manager: ?

Mapping Officer: Dan Parker (mapping@bl-orienteering.org.uk)

Map Printer: Dick Whitworth

Treasurer: Dick Whitworth

Equipment Officers (non-electronic): Raymond and Jenny Wren (Equipment is stored at their barn in Bothel)

Electronic Equipment Officer: Jeff Powell Davies (computing@bl-orienteering.org.uk)

SI Entries Coordinator: Jeff Powell Davies (computing@bl-orienteering.org.uk)

Website Manager: Anita Evans (website@bl-orienteering.org.uk)

Club Emailer: Karen Blackburn (karen@bl-orienteering.org.uk)

Club First Aiders (with qualification expiry date):

Julie Ferris (date unknown)

Christine Kiddier (March 2022)

Anita Laird (November 2022)

Karen Parker (March 2022)

Alison Scott (July 2020)

Angela Whitworth (Jan 2023) (to be confirmed)

Club Controllers who can sign off a Risk Assessment:

Carol Edwards

Gerry Garvey

Christine Goulding

Chris Lates

Andy Lewsley

Richard Moss

Dan Parker

Karen Parker

Jeff Powell Davies

Robin Thomas

Keith Tonkin

Angela Whitworth

Raymond Wren

SAMPLE FINAL DETAILS

Border Liners Orienteering Club Local Event

Askham Common (East)

Saturday 19th September 2020

General Information

*This event is being run in accordance with the British Orienteering guidance for resumption of orienteering in England. In order to participate in this event, you must agree to comply with the Participant Code of Conduct. You can read the full Code of Conduct on the **BL website**. The key points are:*

- *You must not take part in any form of orienteering if you should be self-isolating under the current Government guidance; e.g. if you or any member of your household have had recent Covid-19 symptoms.*
- *Minimise contact with people from outside your household before, during and after your run. Practice social distancing at all times: before and after your run as well as when you are out on your course. Take particular care to keep the required distance from other people in the vicinity of the Start, at download and when passing other competitors or members of the public on narrow paths, going through gates, etc.*
- *Do not congregate in groups at the event.*
- *Please try to arrive shortly before your selected start block and park with due respect for social distancing requirements. Start blocks are displayed on the **Entry List** if you need a reminder.*
- *We realise that socialising is an important part of the orienteering experience, but please also don't stay around in the car parking area after your run to eat your sandwiches and chat to other orienteers.*

The area is very popular with local families, dog walkers and ramblers. It's extremely important that we don't give them any reason to criticise the event, especially in view of the tightening of regulations from 14th September.

Travel Directions and Parking

The event centre is at NY 499215. Nearest postcode CA10 2QA.

At the road junction at the north end of Helton Village (NY 511222) take the road that goes west. After about 100m turn right and go SW, steeply uphill. Neither junction will be signed. After about 1km the road flattens and you reach open fell. This is the start of the parking area (see map below). There will be no parking officials – just find a suitable spot on the grassy verge. It is a very popular spot with locals so please be considerate.

SI Card Hire

If you didn't fill in an SI card number when entering, then a SI card will be ready for you to borrow. Go to download/enquiries (see map below) to collect it. There is no charge unless you lose it.

Starts

Unless you need to collect an SI card you should just go straight to the start. There are two starts – one for Green and Orange and one for Blue and Brown - see the map below. The route to them will not be taped. Both are within 200m of download/enquiries. Neither start will be actively manned. Each course has up to 15 people entered in each 15 minute interval, so if there is a queue wait (at an appropriate distance) for about 1 minute after the previous person started. The Green course in particular is very full.

Please use hand sanitiser at the start, before picking up your map.

Course Details

	Length (km)	Climb (m)	Map Scale
Brown	10.2	180	1:10000, 5m contours

Blue	6.8	120	1:10000, 5m contours
Green	4.5	70	1:7500, 5m contours
Orange	3.8	70	1:7500, 5m contours

Note that it is not possible to change course on the day.

All controls are SIAC enabled. The start and finish require dibbing.

Courses close at 14:15.

Map

Descriptions are on the map. No loose descriptions will be available.

There are two special symbols:

    ✕ post
    ○ shooting butt

Terrain

Open fell with a mixture of short grass, tussocky grass, bracken and heather. There are many paths of varying sizes. It's generally fairly flat but with hundreds of depressions and some linear sections of complex contour detail.

Toilets

There will be one Portaloo. With around 150 competitors a queue is likely so please consider stopping on the way to the event. If approaching from the south, there are public toilets in Shap (NY 563150, CA10 3NL). From the north the best option is probably Rheged (NY 497283, CA11 0DQ).

British Orienteering COVID guidelines recommend bringing your own loo paper and hand sanitiser. Both will be available for anyone who doesn't have their own.

Clothing

If the weather is unseasonably bad cagoules may be compulsory. Notices will be displayed to let you know. Shorts are allowed (unless cagoules are compulsory).

Dogs

There are no restrictions other than common sense. There are sheep in the area.

First Aid Protocol

1. First aiders wear mask, gloves and apron in all first aiding - irrespective of whether they have contact or not with injured. The PPE is 'donned' before the first aid is started.

2. First aiders wear a visor when any injury has potential bodily fluids - blood, open wounds.

3. In instances where it is deemed the injured person could self-administer dressings/bandages/cleaning etc, then the items needed to clean the wound and dress it are selected by the BL first aider wearing the PPE. They are placed in front of the injured 1.5 m away, the first aider steps back and the injured picks them up and self-administers with verbal distant support.

4. In instances where the BL first aider must touch the person then all gloves, aprons, rubbish and masks etc after the administration should be placed in sealed bag and disposed of. The visor should be wiped down before the PPE is removed. All surfaces and containers should be wiped down before the PPE is removed. The first aider must then thoroughly wash hands (if possible) and/or apply alcohol gel to hands.

For contaminated rubbish, there is a plastic box with sealable lid and place plastic bag inside it. The bag is removed end of day and the box spayed and wiped down.

PPE and First aid kit are kept in cheap sealable plastic boxes that are easily wiped down and cleaned. Contents lists on the lid make it easier to see what is what. There are 3 boxes:

1. PPE
2. First Aid kit
3. Contaminated rubbish bag

Order of putting on PPE is. 1. apron, 2. mask, 3. visor, 4. gloves
Order of removing PPE is 1. gloves, 2. gel hands, 3. apron, 4. visor, 5. mask