Planning and Organising Local Events

(10th November 2022)

Contents

1. Introduction

BL Local events are generally held on a Saturday morning and cater for both experienced orienteers and beginners. Beginners can include families with young children, juniors running on their own or in pairs and adults. The events are intended to be simple to organise with no unnecessary "frills".

This document is intended to give guidelines for inexperienced planners/organisers, but every event has its own quirks, so don't feel obliged to follow them too closely. Common sense should prevail over the advice here!

The number of competitors at the local events in 2021 ranged from 70 to 140 with an average of around 90. In general, events with a greater range of courses tend to attract more competitors. With a pre-entry system (details later) It is possible to restrict the number of competitors if necessary, for example if there is limited parking.

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 (and whether a parking fee needs to be collected on the day).

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

Courses: This is largely up to you. At a minimum there should be Green, Short Green and Yellow (which for any competitors not used to the colour-coded system could be termed Long, Short and Novice). If you want to plan more courses, Orange is the next one to add. If the terrain is suitable a Blue or even Brown course could be considered and will attract extra competitors. Light Green is another option

In the appendix are links to planning guidance for courses of the different technical standards. It's particularly important that the Yellow and Orange (if there is one) courses are appropriately planned as juniors can easily be discouraged. If you want a more experienced planner to check these courses there are contact names in the appendix.

Course Lengths: In theory a Green course is defined as being something a top male elite orienteer could do in around 26 minutes. Short Green is about 80% of the length of Green, and Yellow about 55% of the length of Green.

The table below show the lengths for all courses relative to a Green course, plus how these numbers translate into actual course distances – a range is given for distances as it depends a lot on how rough the terrain is and how much climb the course has.

Brown	210%	7.4 km to 10.5 km
Blue	140%	5.0 km to 7.0 km
Green	**100%**	**3.5 km to 5.0 km**
Short Green	**85%**	**2.9 km to 4.2 km**
Light Green	75%	2.6 km to 3.8 km
Orange	65%	2.3 km to 3.2 km
Yellow	**55%**	**1.9 km to 2.7 km**

Short Green Planning: When planning this course, you need to think about the physical difficulty as well as the technical difficulty. Typically, there are quite a lot of older competitors on this course who find deep tussocks, heavy undergrowth, very steep ascents or descents etc. disproportionately hard. But realistically, in some BL areas it's hard to reduce the physical difficulty without making the course too technically easy – you have to compromise.
One solution can be to have a shortcut (e.g. on a course with 10 controls you might suggest people go straight from control 5 to control 8 if they are finding it too hard). They don't need to decide in advance and anyone who does the short-cut can appear in the results under "Very Short Green".

Start and Finish: Before starting planning you need to decide where the start and finish are going to be. Ideally these will be close to the car park and download but this is not always possible. Try to keep them at least 100m apart as it is less confusing for novices.

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.

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, and indeed it's better to avoid consecutive codes for Yellow and Orange courses in case beginners come to expect it.)

Checking Control Sites: You need to visit all the control sites in advance to check that they are ok; sometimes they might not be quite what you expected from the map. 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. If possible, go round the Yellow course to make sure that the line features that you expect competitors to follow are as easy to see on the ground as the map suggests

Control Descriptions: You need to put control descriptions on the map (Purple Pen makes this easy). You may choose to provide loose descriptions in the start lanes for competitors to pick up but this is definitely not a requirement. Descriptions should be pictorial for Short Green and longer courses and text for Orange and shorter. (it's also possible in Purple Pen to have descriptions lists that include both pictorial and text versions – this can be a good way to introduce juniors and novices to pictorial descriptions.) 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 and/or Mapping Officer. You should send the Purple Pen file and OCAD map file(s) to the Mapping Officer at least a week before the event to allow time for printing.

Urban Events: British Orienteering rules say that under 16s can only compete on courses that do not require them to cross roads with significant traffic unless arrangements such as manned crossing are on place or unless accompanied by an adult.

More Advice and Information: If you want more help with planning, particularly if it's your first time, 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

Entries in general: All events should use the pre-entry system. Pre-entries generally close four or five days before the event to allow time for map printing. In addition to pre-entries, you should make EOD available for Yellow and Orange (if you are having it). (Note that this is in addition to pre-entries for these courses).

Pre-entries: The SI-entry system is used. The club's SI-entries Coordinator will help you set it up. Entries need to open about 3 weeks before the event.

The information you need to provide is:

- Event location (including Grid Ref, Postcode and WhatThreeWords)

- Courses available and their lengths (and climb if possible)

- The start time range and blocks. The normal range is 11:00 to 12:30. When covid restrictions were in place, competitors had to select a 15-minute start block in order to ensure that they were spread out. This is now optional. If you want to use a slot system you need to decide how many competitors can start in each slot, and whether the slots apply to the courses individually or the event as a whole. Discuss it with the SI-entries Coordinator if in doubt.

- Is there a maximum number of competitors?

- What date entries should open and close. Normally the closing date is four or five 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.

- Any other information that might affect competitors' decision to enter (e.g. is there a particularly long walk to the start, are dogs permitted)

- For urban events, what courses unaccompanied under-16s can compete on (see "Urban Event" in section 2 above)

Entry On the Day: You need to decide how many extra Yellow (and Orange if relevant) maps to print and let the Map Printer know.

Toilets: If there are no public toilets at the car park then it will almost certainly be necessary to provide one or more mobile toilets. The appendix gives the name of the club member who normally arranges hire – contact them around a month in advance. 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 a Risk Assessment form. There is a link to a blank form in the appendix, and also an example of a filled in form. If you want a copy of the Risk Assessment for the previous event on the area, contact the Fixtures Secretary.

The Risk Assessment needs to be signed off by a qualified Controller (unless you have been on a British Orienteering Event Safety course or you are a licenced coach). There is a list of club Controllers in the appendix.

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

Safeguarding and Safety: It is recommended that all event organisers/planners look at the relevant page on the British Orienteering website (see appendix) and watch the short film there. The name of the club's Welfare Officer (Safeguarding) is also in the appendix if you want any additional information.

First Aid: Qualified First Aid cover is a requirement and it is often possible for someone to combine this task with general assistance. There is a list of the club's qualified first aiders and their level of qualification in the appendix. The level of qualification required depends on the nature of the area – there are details in the appendix. You may need two if both want to run. In general, first aiders should only treat anyone who cannot treat themselves (with their own equipment).

Helpers: These events were originally intended to be run by one or two people. However, recent increases in numbers attending means that it is a very good idea to recruit some helpers, for example to provide backup if an unexpected situation arises. There is a designated club member (see appendix – "Meet and Greeter") who can offer help to first-timers. If you are having problems finding help, contact the Club Emailer who can put out a request in the club's regular news email.

Choice of download system: There are two options, and you need to decide which to use:

> **Splits Printer Only System (*SPOS*)**: this is the easy option. No computer is required. Competitors simply download in the SI box attached to the splits printer and receive a printout. The downside is that you need to keep a manual list of everyone who starts and finishes so that you know they are all back. You also need to manually record their times (from their printouts) in case competitors use a different SI card from the one they entered with. (It happens more than you might think!). This system means no results-on-the-day are available. A further disadvantage (though probably not for you as organiser) is that more post-event results processing is required

> **Full Computer System (*FCS*):** this is more complicated and you will probably need help both setting it up in advance and 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 appendix gives a list of club members who will be able to help. The advantages are that it's easy to check everyone is back, and on-the-day results can be viewed on screen or printed out.

> In the rest of this document the abbreviations *SPOS* and *FCS* are used to highlight sections relevant only to the system in use

Pre-event publicity: About 3 weeks before the event (i.e. around when entries open) you should put some preliminary information about it on the BL website, in the BL news email and on the BL Facebook page. Contact the Website Manager, the Club Emailer and the Club Facebook person.

The information should include:

- Event location (including Grid Ref, Postcode and WhatThreeWords)
- Courses available and their lengths
- Which courses can be entered on the day (but make it clear that this is subject to map availability, and that it's better to pre-enter if possible)
- The start time range
- Entry open and closing dates
- Cost
- Any other information that might affect competitors' decision to enter (e.g. is there a particularly long walk to the start, are dogs permitted)

(Note that although this information is also available on SI entries website, it's better for inexperienced orienteers if they can see it directly on the BL website too).

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:

- Location and travel directions.
- Distance to start and finish. Start time range
- Course details
- Map information: scale, contour interval, anything unusual about the map or terrain
- Link to entry list so that competitors can check their courses and/or start times
- Which courses have entry on the day and the entry fees.
- Where to collect hire SI-cards and a reminder that unless dibber hire or entry on the day is required competitors can just go straight to the start.
- Any information about Covid that is currently required. Check either on the British Orienteering website or ask the Fixtures Secretary.
- Contact name/email for queries

Other possible things to include:
Information about dogs. Might cagoules be compulsory? Can shorts be worn? Can campervans be accommodated? Are there toilets and if not where are the nearest public toilets? Is there a parking fee? Is it possible to use public transport to get to 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)
- Dibbers to hire out to those who don't have their own. (Note there is no charge unless the dibber is lost.)
- (**SPOS**) Splits printer

- (**SPOS**) Download station
- (**FCS**) Computer (set up ready for the event) plus download stations and mini printer for splits and results

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.
- BL 'feather' (banner) – make sure the bag includes the stake that goes into the ground.
- Canes and red/white tape to mark the route to the start and/or back from the finish.
- Start and Finish banners (which should have tent pegs attached to them making them easy to put up). Or you could just use signs on stakes if you prefer
- Extra fibreglass control stakes for Start, Finish, Clear and Check boxes (or if you are running short of fibreglass ones, there are aluminium ones you can use instead).
- (Optional) Map Boxes for holding the maps at the start. These need to be clearly labelled with the course name. However, the maps will be supplied to you in plastic bags so to keep things simple you could just use these bags at the start, but again make sure they are clearly labelled with the course name,
- Organiser's stationery box (tape and general items)
- (Optional) Club tent and/or table for download, though the back of a car is fine if you want to keep things simple
- Loo paper (you may need to buy this yourself and claim it on expenses)
- First aid kit and first aid rucksack
- Bottles of hand sanitiser
- Containers for money (from entries on the day) and car keys (some people will want to leave their keys at registration while out on their course).
- Any flyers of interest, BL event calendar, membership info etc.

Additional Equipment to acquire or make:

- (**SPOS**) If you are using the Splits Printer System you need a list of all the entries so that you can keep a check on who has started and finished and their times
- Float for entries on the day.
- Sheet for recording entries on the day (Name, Address, SI card number, Course, Club, Age Class). Alternatively the club has "pink cards" that can be given to entrant to fill in their own details – the Fixtures Secretary will be able to tell you how to obtain some.

5. The Day Before

Putting out controls: Depending on the area, you 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. A useful rule of thumb when putting out controls is to allow 5 minutes per control (or more if they are particularly far apart).

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! Aim to have all the controls out about an hour before the first start, and then put out the start and finish so that everything is ready with plenty of time to spare. It's perfectly acceptable to ask competitors to wait until the first official start time before starting.

Controls: Put out any controls not already in place.

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

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

Toilets: Put a bottle of hand sanitiser at each loo door. 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.

6.1 Enquiries/Registration for Entry-on-the-Day/Download Set Up

Enquiries: Be prepared to provide help to novices. It can be useful to have someone specifically to do this (contact the club "Meet and Greeter" – see appendix). A sample control and map can be useful too.

EOD Registration: Keep a record of name, SI card number and course. It is important that full details (including address) of non-club members are collected for insurance purposes. **(FCS)** Enter these details in the computer. Collect payment

Download: Set up a car/tent with either download computer (**FCS**) or splits printer (**SPOS**), download station, SI hire-dibbers. Hand sanitiser should be made available.

6.2 SI-Card Hire Procedure and Changes

Competitors who didn't fill in an SI-card number when pre-entering will need to collect one on the day. You need to record names and corresponding SI-card numbers.
(**FCS**) Hire card numbers are entered into the computer.
(**SPOS**) Keep a written record (which is then used in producing the final results)
Also, some competitors who did fill in an SI-card number when entering will probably want to change it on the day, or hire one if they have forgotten to bring it.

Some competitors 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.

6.3 (SPOS) Manual Recording of Starters

For safety reasons you must keep a record of who has started. This can be done either at the start, or on the route to the start if, for example, there is a gate that everyone needs to go through. See also section 6.5. (Note that it's not necessary to keep a list if the Full Computer System (**FCS**) is in use because the information can be downloaded from the Start SI box.

6.4 Starts

Sign or tape the route to the starts if necessary. Set up start banners (or signs). Put maps in bags/boxes (see also section 6.5). Weight the maps down with a stone if it's windy. Set up clear, check and start SI boxes on metal stakes

and make sure they are clearly labelled. Put out a bottle of hand sanitiser for competitors to use before picking up their maps.

The normal arrangement is to have the clear and check boxes in front of the map boxes, and the start SI box beyond the map boxes. The start SI box should be at the centre of the triangle.

Note that it is not normally necessary to have a helper at the start - competitors can organise themselves. However, for an event targeted at newcomers a helper is a good idea.

6.5 Alternative Start/Map Issue Procedure

Another way to organise the start is to give competitors their maps at Enquiries/Download before they go to the start. You might want to do this if the start is unmanned and some distance from Enquiries/Download to avoid the maps blowing away or being interfered with.

Another option is to give just those on the Yellow course their maps at Enquiries/Download so that inexperienced competitors have a chance to understand them in advance. The risk is that some people will go directly to the start and find there are no maps there. You could just have sample Yellow maps at Enquiries to avoid this risk

(**SPOS**) Handing out maps at Enquiries/Download makes it easy to keep a list of starters.

If you are going to issue maps in advance you need to decide whether to roll/fold and tape the maps before handing them out to discourage competitors from looking at them before they start or whether simply to hand them out as they are. The problem with rolling/folding is that you may well only get the maps on the day of the event.

6.6 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.

6.7 Download Procedure

(**SPOS**) **Important!** Download station must be cleared of data from any previous events before you start! A 'clear data' dibber is supplied for this purpose.

(**SPOS**) Once competitors have downloaded (and their splits are printed) It is **essential** that they are ticked on against the list of starters (section 6.3). At the end of the event, this is the only way to know that competitors have returned. Also, their times should be manually recorded (in case of queries when results are processed

Make sure to collect hire dibbers.

As course closing time approaches, check whether there are any competitors still out.

(**SPOS**) This is done by comparing the list of starters with list of finishers

(**FCS**) This is done on the computer by downloading the data from the start box and comparing it the list of competitors who have 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?
  - (**FCS**) 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

6.8 Results

(**SPOS**) No at-the-event results are needed.

(**FCS**) It's possible to print interim results on the splits printer and display them, but only if you have the time and resources.

The club always tries to provide results and Routegadget on the website on the same day as the event.

> (**FCS**) Whoever is helping you with the computer system will know what to do about results.

> (**SPOS**) You need to get the download station and registration sheets to either the Website Manager or the Electronic Equipment Officer on the day. Contact them in advance to make arrangements.

> 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. If it has been wet, you should ensure that all equipment is dry before you return it. In particular, wet kites should be air-dried e.g. on your washing line, and SI boxes should be unpacked to air indoors for up to 24 hours. At the stores make sure to put everything back where it came from to make it easier for the next organiser.

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.

Pass any money collected on the day to the Treasurer (either in cash or as a bank transfer- the Treasurer can supply the account details). You could take your expenses out of it if there is sufficient.

Appendix

Planning

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

Planning guidance for Light Green course:
www.britishorienteering.org.uk/images/uploaded/downloads/planners_lightgreencourses.pdf

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

Planning guidance for Yellow course:
www.britishorienteering.org.uk/images/uploaded/downloads/planners_yellowcourses.pdf

If you would like someone to check that Yellow (and Orange) courses are of a suitable standard contact Jane Yates or Christine Kiddier (see club contacts below).

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 blank form:
> www.britishorienteering.org.uk/images/uploaded/downloads/BOFevents_forms_riskassessment%202010.doc

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

British Orienteering Safeguarding and Safety information:
https://www.britishorienteering.org.uk/safeguardingandsafety

Club Contacts:

(Where no email address is given, contact the club's secretary, secretary@bl-orienteering.org.uk, who can give you the address)

Chair: Isabel Berry (chairman@borderlinersorienteering.org)

Fixtures Secretary: Karen Parker (BLdanandkaren@gmail.com)

Fixtures Personnel Manager: Stella Lewsley

Mapping Officer: Dan Parker (BLdanandkaren@gmail.com)

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

SI Entries Coordinator: Jeff Powell Davies

Others who can set-up SI entries: Dan and Karen Parker (BLdanandkaren@gmail.com), Keith Tonkin

Website Manager: Jeff Powell Davies

Others who can update website: Keith Tonkin, Anita Evans

Club Emailer: Karen Blackburn

Club Facebook Admin: Owain Rice

Others who can start posts: Jane Yates, Jeff Powell Davies, Isabel Berry

Club Twitter Admin: Owain Rice

Others who can posts: Keith Tonkin

Advice on planning Yellow and Orange courses: Jane Yates and Christine Kiddier

Toilet Hire: Dick Whitworth

Help with Full Computer System **(FCS)** for download: Karen and Dan Parker (BLdanandkaren@gmail.com)

Anita Evans (website.borderliners@gmail.com)

Jeff Powell Davies

"Meet and Greeter" (to assist beginners): Carol Edwards (secretary@bl-orienteering.org.uk)

Welfare Officer (Safeguarding): Jane Yates

Club First Aiders with qualification expiry date and type of course attended:

Isabel Berry (Jan 2024, 1 day)

Brian Davies (Sept 2024, 1 day)

Patricia Davies (Sept 2024, 1 day)

Julie Ferris-Worth (to be confirmed but probably Aug 2022 to Aug 2025, 2 day)

John Ferris-Worth (March 2025, 1 day)

Christine Goulding (Dec 2023, 1 day)

Alan Hartley (Dec 2023, 1 day)

Christine Kiddier (May 2025, 2 day)

Anita Laird (November 2022, 2 day)

Andy Lewsley (Dec 2023, 1 day)

Dan Parker (Aug 2025, 1 day)

Angela Whitworth (Jan 2023, ½ day)

Jane Yates (Feb 2023, 2 day)

For most areas first aiders are required to have done a 1 day course. For parks and small areas, a ½ day course is sufficient. For exposed or complex areas, a 2 day course is needed. The club's Welfare Officer can provide further advice.

Club Controllers who can sign off a Risk Assessment:

Carol Edwards

Gerry Garvey

Christine Goulding

Andy Lewsley

Dan Parker

Karen Parker

Jeff Powell Davies

Keith Tonkin

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**.*

Entries and Course Changes

There is no entry on the day. Limited late entry and course changes are available by contacting the organisers in advance (BLdanandkaren@gmail.com).

The entry list is available at www.sientries.co.uk/list.php?event_id=xxxx

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 to collect it. There is no charge unless you lose it.

Start

Unless you need to collect an SI card you should just go straight to the start. It is 300m from download/enquiries and the route to it will be taped from there. The start will not be actively manned. Try wait for about 1 minute after the previous person on your course started.

Finish

The finish is 100m from download/enquiries.

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*

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

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

First Aid is available at enquiries.

SAMPLE RISK ASSESSMENT

Name of Club / satellite club name / after school club		Border Liners Orienteering Club	
Name of person completing this form	Dan Parker	Position of person completing this form (coach, organiser etc)	Organiser
Venue for session / event / activity	Askham Fell, Nr Penrith	Date for session / event / activity	Saturday 19th September 2020
Name of person in charge of session / event / activity		Dan Parker (DP)	
Risk assessment signed	Dan Parker	Risk assessment dated	Dan Parker 20th August 2020
Risk assessment checked by (name, position and date)	Print name & position (coach mentor, controller etc):	Controller – Karen Parker (KP)	
	Sign and date:	K E Parker 21/08/20	

Emergency Information

Emergency access point (for emergency vehicles)	Post code / grid reference: NY497214 CA10 2QL	Place from which signed: Helton
Nearest A&E hospital:	Name and Post code: Penrith Hospital Bridge Lane, Penrith, CA11 8HX (GR - NY521293) OR Cumberland Infirmary, Newtown Road, Carlisle CA2 7HY (GR- NY 386561)	Map available (where): At download
Working telephone:	Landline or mobile: If mobile (reception checked?) Mobile at download	Number: Dan Parker – 07xxxxxxx Karen Parker – 07xxxxxxx

First Aid cover	Name of first aider: Jane xxxx/John xxxxxx	Located where? First Aid rucksack and other equipment at download

The Risk Assessment

It is essential that the mitigation column is completed in detail so that the control measures and who is responsible is fully understood in advance of the activity / session / event and that all staff / helpers are fully briefed.

NB: it is not sufficient only to put warnings in preliminary information as there is no way of being sure that all participants will have read them.

Hazard – note under these headings (see suggested examples to consider) in area to be used (Indoor / outdoor):	Possible outcome / injury including note on severity and likelihood of occurrence	Mitigation · What control measure? · Who is responsible?
Area to be used Paths rutted in places, uneven surfaces	Slips/trips/falls (minor, but likely)	Orienteering shoes provide adequate support (Individual competitors)
Ticks / Scratches	Ticks/scratches (minor, but likely)	Competitors to be warned in details to inspect for ticks after the event (DP). First Aid materials available for self-application. A qualified first aider will also be present (with PPE) if required.
Bad or rapidly changing weather conditions	Exposure (major, unlikely)	Warnings in Final Details. Potential compulsory wearing of windproof/waterproof clothing. Signs up on day (DP)
Disorientation	Getting lost	Safety bearing will be printed on map (DP)
Road crossing	Unlikely as it is a very quiet road.	Youngest competitors will not cross the road. Other competitors warned to be careful in final details and on control descriptions (DP)

Participants		
Inexperienced participants – tiredness, or getting lost	Problems due to length of time out on course (minor, but unlikely)	Electronic dibbers used – organisers check all returned at the end of the event. Courses available appropriate to age and experience. Course length and height climb details available in final details. All incidents will be reported to Organisers and documented by them. Safety bearing provided in final details.
Existing medical conditions/unexpected reactions/allergies		Competitors responsible for existing medical conditions. First Aid cover provided. See above. Option to provide information in advance to organiser (as in provisional details.
Other people/activities in area		
Walkers, dogs, sheep	Distraction only	No competitors dogs in competition area, in Car Park, on lead
Weather Heavy rain or wind	Hypothermia (major, but unlikely)	It will be compulsory to carry waterproof clothing in the event of poor weather (DP)
Low cloud - low visibility	Increase chance of getting lost	Courses planned for different abilities (DP/KP)
Equipment		
Electrical equipment at Assembly to power computers	Electrocution (major, but unlikely)	All equipment checked for fraying leads, loose cables. Leisure Batteries used to power computers.