Planning and Organising Regional (Cumbrian Galoppen) Events

The majority of the information in the document "Planning and Organising Local Events" is applicable to Regional Events as well. These brief notes outline some of the differences and the additional things you need to consider if you are either planning or organising such a Regional Event.

Differences:

- The roles of Planner and Organiser are almost always undertaken by different people.
- The event has a Controller whose job is to "ensure that the Organiser and Planner stage the event fairly and safely, in accordance with the Rules." The Controller may be a BL member or from a different club. Most of the Controller's involvement will be with the planner.

Planning:

- A full range of colour coded courses (Yellow to Brown, 7 in total) must be provided as listed in section 2 of this document. In the appendix are links to planning guidelines for each course.
- You may want to use different scale maps for different courses (e.g. bigger scale for Yellow, Orange and Short Green to help juniors and older competitors). Discuss this with the mapping officer. In a relatively small are you may also want to have longer courses printed "back to back" (i.e. the first half on the course on one side and the second on the other).
- At an early stage the you should agree a timetable with the Controller – e.g. when will draft courses be available, when will control sites be taped, when will courses be finalised
- Control sites must be marked/taped on the ground so that the Controller can check them
- The Controller needs to check all the controls once they are in place (either on the day or the day before). Liaise with him/her when sorting out arrangements for putting out controls so that there is enough time for checking.
- If the map is larger than A4 it cannot be printed on the BL printer. The mapping officer will arrange for the map to be printed externally.

Organising:

- The number of competitors is generally in the range 100 – 200. This means that more helpers will be needed. Most helpers will want to have a run too. You will probably need to order two toilets.
- Competitors should only get their maps at the start (whereas at local events it is permissible to hand them out at Enquiries/Download). However, you need to have a few Yellow course maps at Enquiries/Download so that anyone who wants can have a look in advance.
- The start should be manned. The start official should ensure that competitors on the same course are separated by at least a minute. They should also use a Check box to ensure that everyone has cleared their SI card.
- Loose control descriptions should be provided at the start
- Ideally the finish should be manned but this is not essential. If there is a finish official, provide them with a spare finish SI box.
- The Full Computer System (FCS) is used for download