

Bristol Orienteering Klub Organiser's Manual



This Manual is evolving – the Klub committee expects and wants it to be developed by its users. All comments and ideas to improve it are welcomed.

Please send comments to the Chairman or BOK Permissions.

Version History

Version	Date Published	Changes
7	17 Oct 17	Major revision
8	27 Nov 17	Links to Fabian4 template and entry fees changed
9	29 Jan 18	Appendix on map numbers added and other minor changes
10	12 Sep 19	References to ASO removed from main text. Minor amendments to main text as suggested by K Dyer. Kit details updated to reflect storage by R Leathwood.

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INTRODUCTION

BOK events are run in accordance with British Orienteering's [Rules](#). The Rules lay down the standards for each level of event and explain the organiser's role in the delivery of events. This manual expands on the Rules to explain how organisers are to implement them at BOK events, particularly those at Regional or Local Level. Appendix B draws attention to the sections of the Rules that are most relevant to Organisers.

The Organiser has overall responsibility for an event. Much of their role is co-ordinating the efforts of other people. Klub officials can always be contacted for advice. Officials and squad leaders can be contacted via the [BOK website](#).

Throughout this document any references to he/she or him/her mean the Organiser or other official regardless of gender.

Layout of Manual

The manual comprises:

- Details of the Key Tasks of an Organiser
- A timetable and progress checklist in Appendix A
- Further appendices containing background reading and templates for use in your event

Organisers are recommended to start by skim reading the manual. Use Appendix A to generate a timetable for the event. The main body of the manual and appendices will then help to complete the tasks in the timetable.

1 SUMMARY OF ORGANISER'S ROLE

The Organiser is one of the three main officials appointed to stage an event. The other two are the Planner and Controller. They must all be British Orienteering (BOF) members; if not then they and the event will not be covered for liability insurance. If you are not a BOF member and have agreed to organise a BOK event you must inform the BOK Fixtures Secretary that you cannot undertake the job.

The Organiser works with the Planner and the Controller, but the Controller will often spend more time overseeing the efforts of the Planner than those of the Organiser. The Controller should be able to help or guide the Organiser at any time. The Controller is responsible for confirming that the event is organised fairly and in accordance with BOF rules and for reviewing and signing off the Risk Assessment.

The Organiser should ensure that the demarcation of duties between the three officials is clear.

The Organiser is responsible for:

- **Establishing the event framework** – for everything before the start and after the finish including start and finish.
- **Safety & Welfare of the participants, helpers and members of the public** in the event area

The main specific tasks are:

- Create **Event Timetable, Budget, Risk Assessment** and **Checklists** for managing the event on and after the day
- Organise **Publicity, Car parking, Assembly area, Toilets** and, in conjunction with the Planner, the **Courses**
- Advise BOK **Squad Leaders of your needs for volunteers** and check that they get them and the equipment needed
- Manage **Safety Risks**, including provision of **First Aid, Contingency Plans** and **Missing Competitor Procedures**
- Collect and return all required **Equipment** (not supplied by Squad Leaders)
- **Order sufficient maps** for the event
- Consider all risks to event success and plan their mitigation
- Manage **smooth running of event on the day** including any trouble-shooting required
- Ensure the area is left as it was found, including returning or disposing of lost property
- Ensure timely **Results** are published, deal with issues arising and **Archive key documents**
- **Report any damage/serious injuries to BOF** and the Klub Chairman.

The BOK Fixtures Secretary will register the event with BOF and advise the Organiser of the registration number. This

is a 5-digit number that must be shown on the map in the format BOK-20YY-#####.

By the time the Organiser is appointed, [BOK Permissions](#) will usually have obtained provisional permission to use the land for the event (and for you to access it beforehand) and they will confirm this to all the Officials (usually shortly after they are appointed). At the same time, they will also send all of you:

- A concise list of the documents and other information that you need to return to them to complete the permission process with the landowner; this usually includes an All Control Map, a draft Risk Assessment and your proposed plans for car parking. Some land owners ask for details of courses.
- The date by which all these must be returned.
- Access (via Google Docs) to view BOK's Land Register(s) and copies of documents prepared for previous events at this venue, eg Fliers, Hospital Maps and Risk Assessments etc.

The Land Register(s) contain contact details of the landowner(s) and other parties, more detail about the permission process and information you need to complete the Risk Assessment. Officials may need to contact landowners directly, eg when visiting the land before an event, but *please do not discuss permits, licences and paperwork etc with them*; our permissions team knows exactly what each landowner wants and when and they will do all this.

If we deal with the landowner only for one area, there will be one Land Register. If the landowner has more than one area that we use (eg the Forestry Commission) then to avoid unnecessary duplication (and divergence) of information for such landowners, the information is split between:

- a 'Landowner Register' containing everything about that landowner and
- a Land Register with further information in respect of the area only.

Please note the deadline to return paperwork to the Permissions team and build it into your timetable. Late delivery of these papers may lead to permission being refused. Unless advised otherwise, please send all papers to BOK Permissions not directly to landowners.

A new Organiser may request help from a mentor (eg a past Organiser of an event on the same area) if they wish, as well as from the Controller. The mentor will be arranged by the BOK Membership Secretary on request or may be approached directly – previous organisers are shown in the Land Register.

Timetable

Most of the Organiser's work is done before or after the event.

The timetable in Appendix A sets out everything you need to do in roughly the order in which it needs to be done. We recommend that you print this out immediately and sketch out the dates by which you need to do key tasks.

2 FINANCE

Event Entry Fees

These are agreed in advance at the BOK AGM each year and current rates are published on the [BOK website](#). Standard rates will be charged at most BOK events. These will only be varied in exceptional circumstances such as high land access charges or if the Klub decides to subsidize an event.

There is a standard lower charge for anyone wanting a second run or to take a map without running.

The table also gives details of discounts that are available.

Discounts

- 1) A senior discount applies to British Orienteering members at larger events
- 2) Helpers are entitled to half price runs. This is reviewed by the committee from time to time.

Event budget

There are two models (for small and large events) for drawing up event budgets on the [BOK website](#). Please agree your budget with the Treasurer before publishing entry fees and discuss any finance queries with him.

Financial responsibilities of Organisers

The Organiser is responsible for agreeing all expenditure on the event, seeking authority from the Treasurer as necessary.

These responsibilities may include:

- 1) Car Park fees
- 2) Publicity printing costs
- 3) Administration of entry fees
- 4) Purchase of consumable items when not available from the club store (eg tape, plastic cups)

Some or all of the above may be dealt with directly by the Treasurer.

The Organiser should claim £40 from anyone who loses a club dibber, £60 if it is a SIAC.

Officials' Expenses

The Organiser, Planner and Controller can claim mileage expenses at BOF's standard rate for journeys in connection with the event. Team leaders and any helpers, who do not run, may also claim mileage expenses for their journey to the event.

Levies

Levies are payable to BOF and SWOA for all events. Payment will be calculated from the results and made directly by the Treasurer. He will need to know the number of competitors, split between juniors (M/W20-) and seniors (M/W21+), so that the correct payments are made, therefore web results must show age classes for all runners.

3 PUBLICITY

Turnout at the event will be very dependent on how well you advertise it. The club Publicity Officer can help. They will normally be able to provide series flyers to be distributed at other events, during the run-up to the event.

Registering the Event

The BOK Fixtures Secretary registers the Event with BOF through the BOF website. This ensures that the event is insured and will be publicised in the [National Fixtures List on BOF's website](#) and in Compass Sport magazine. He will tell the Organiser and BOK Permissions when he's done this and give them the Event Registration Number. The Organiser must check the details of the registration on the BOF website are correct. In particular the Organiser must check that the Post Code and Grid Reference are correct; if the event is registered before these are known the Organiser must advise these to the BOK Fixtures Secretary or BOK Permissions immediately these are finalised and they will update the BOF Event Registration.

Event Entry

The Organiser needs to send an event registration form to Fabian4, who will then manage the entries. MS Word templates for Regional and Local events are on the [club website](#). The closing date for online entries should be Thursday for Saturday events, Friday for Sunday events and Tuesday for Wednesday evening events. Fabian4 will give the Organiser a link to access the event details, which must be passed to the Computer team leader and Treasurer to download the entries and reconcile payments respectively. Fabian4 will also provide a helper discount code that should be given to all squad leaders; please do this quickly so that squad leaders can encourage their helpers to enter the event without delay.

Publicity should encourage online entry.

Event Flyer

Using the [Event Flyer template](#), the Organiser should draft an Event Flyer and get it approved by the Planner & Controller. Then send it to [BOK Permissions](#), [Webmaster](#), BOK's Publicity Manager and the Junior Lead (if appropriate). A checklist of the contents is given in Appendix D.

Some Land Registers contain a description of the terrain (but not many!). If none there, look at previous flyers and/or ask the Planner (and Controller) to confirm the description.

The Organiser is responsible for deciding the courses to be provided in agreement with the BOK Fixtures Secretary. Ask the Planner and Controller to confirm the course lengths.

If it's a long way from Parking to Assembly and/or from Assembly to Start, say so in the Flyer giving distances and climb, if material, and the time required to walk slowly. Also, alert entrants to obstacles on the route (eg steep climb or difficult terrain for older people or parents with young children or buggies etc).

Check that any printing costs are within your budget agreed with BOK Treasurer.

Dogs

The Land Register will state any minimum standard required by the landowner. These are not made up – they must be obeyed at risk of not being allowed to use the land again.

Final Details

The Organiser may create a draft Final Details document and update it if necessary before the event. This is only necessary if there is information not in the flyer that should be brought to participants' attention. Publish it via the BOK Webmaster when ready. If any significant amendments are made after publishing, you must publicise that it has been changed and why. You should do this by asking the webmaster to publish a news item on the website and could reinforce it by using one or more of: the online entry system to send a message to those that have pre-entered; asking the BOK Publicity Manager to send an email to all members; or issuing a message on Facebook (but remember that not all members use Facebook).

Event Reminder

The Publicity Officer can send an email to all members a day or two before the event. Discuss this with them and

provide relevant material.

Competitor Information Sheet

If it is necessary to make competitors aware of information that was not in the flyer or final details (eg safety information or access restrictions) this can be done by giving the occupants of each car a competitor information sheet on arrival or by drawing their attention to the information at registration. The chosen option should take account of the amount of information and which method is more likely to be reliable.

Local Communication

The Organiser should display posters in advance at the event site to warn other users of the area (eg horse riders and dog walkers) that an event will be taking place. Individual notes should alert affected householders if any parking, assembly, start or controls are near their properties, but a personal approach is often best. This applies to all events, but particularly those in urban areas.

The Land Register should contain details of any known local organisations to contact (eg Residents Associations or Friends of the wood etc) and will contain advice on whether you should or must inform residents. While this may appear unnecessary in some cases, it's courteous and does us no harm. It also avoids complaints or disruption on the day. The general advice is: if in doubt – do so, as you'll get fewer/no complaints if they are forewarned.

Police

The Organiser should phone (101) or email (cci@avonandsomerset.police.uk or events@gloucestershire.police.uk) the police to inform them of the event. Calls cost a flat 15p no matter how long. We have varying feedback on which they prefer. All feedback welcomed (by BOK Permissions). Most recently (in September 2017) Avon & Somerset said that we should email rather than phone. We believe that Gloucestershire prefer to be phoned. It can depend on who you speak to!

Bullet points for your call or email are:

- Who you are (X of BOK)
- BOK holding O event at LOCATION with Grid Reference and nearest Post Code (these are shown in the Land Register for previous events at your event, but obviously you choose where the assembly is for your event)
- We have landowner's permission
- When DATE & TIMES (give them first arrivals including helpers and estimated time you will leave)
- Estimated numbers of runners, including children.
- Estimated numbers of cars (a good guess will do)
- Parking arrangements (and say what impact this may have, eg might traffic queue on roads before turning off?)
- If you have a marshalled road crossing(s) say so. (If you want them to man it then it's a whole new ball game and you may have to pay but this would be most unlikely for a Regional or Local Level event.) They will usually remind you that we have no authority to stop traffic and that any marshals must have safety hi-viz bibs.
- You have informed residents (if applicable)
- We will have First Aid on site
- The event is insured and that you will have completed a formal Risk Assessment (they usually ask if you have an RA). They do not need a copy of the RA
- You (will) have a Search Plan drawn up
- Ask them for the telephone number you need to call if you have an emergency or need their help on the day
- Ask them for their reference number (they normally volunteer this)

In our experience they are friendly and welcome your call or email to inform them that you are doing something worthwhile for the community. We have feedback that emails are often answered on the same day.

They do not usually need to be contacted after the event. If you want to be ultra-polite you might call or email to thank them, but they won't expect it.

The [Avon & Somerset Police website](#) has a [contact email form](#) but it's probably safer to use the above email.

4 CO-ORDINATION WITH PLANNER, CONTROLLER AND SQUADS

Planner

BOK Permissions will try to keep in touch with the landowner(s) to check on changes which might affect the event, eg felling, new tracks or planting, clashes with other activities or other restrictions on use of (parts of) the area and inform the Planner and/or Organiser accordingly.

When getting provisional permission, BOK Permissions will usually have obtained permission for any official or squad/team leaders to access the area before the event. If so, they will have established whether you or they need to contact the landowner for each visit. (This is usually common sense – for example it's not necessary in the Forest of Dean and Ashton Court but it is where the public pays to enter eg at Tyntesfield and Westonbirt.) Permissions will usually have mentioned your name(s) to the landowner. The Organiser should pass this information to Squad Leaders, as appropriate.

The Organiser is responsible for ensuring sufficient maps are ordered. Maps are ordered by the Klub Mapping Officer for all events except the BOK Urban Orienteering Series (when they are ordered by the BUOS Co-ordinator). To assist in deciding how many maps might be needed, numbers of competitors at previous events are recorded in each Land Register. The BUOS Co-ordinator also has records of the number of entrants on each course at previous events.

The current system for entering BOK events at Regional or Local Level, and for ensuring availability of sufficient maps, is set out in Appendix D.

Separate control descriptions should be ordered at the same time as the maps and are usually included for free.

From 1 January 2018, it is optional to include a line on maps to show the route from the Start punch to the Start Flag/Triangle and, if required, the location of the maps. The Planner and Organiser need to agree whether to show these.

Controller/Series Co-ordinator

Keep the Controller well informed on progress. Expect them to check how things are going from time to time.

Don't hold back on seeking advice or a second opinion on anything at any time; early sharing of a problem will lead to a solution. Controllers have experience and should help promptly if asked. They are the organiser's and planner's first point of contact for issues that have no clear owner. The Fixtures Secretary is the second option.

Squads

BOK uses a squad system to assist organisers with the administration of events. The BOK website has a list of the [current Squad Leaders and assistants](#). There are squads for the following:

- Vehicle Management
- Ask Me
- Registration
- Start/Finish
- Computer
- String Course
- First Aid
- Control Collecting/Search and Rescue

The Organiser is responsible for ensuring the event has sufficient helpers. The Squad Leaders are responsible for recruiting helpers from their squad for their team and for providing all necessary equipment for them. For each event, the Squad Leader will appoint a team leader from their squad who will run the team on the day.

It is not the Organiser's job to recruit helpers. About two months before the event, you should ask each Squad Leader to do it - talking in person at an event perhaps or phoning are preferable to email for initial contact. Then:

- Send each Squad Leader a copy of the Event Flyer (if the Flyer isn't ready don't delay talking to Squad Leaders – they will need to know what courses there will be)
- Attach a copy of any planned assembly lay-out (or at minimum a description of where it is)

- Estimate expected numbers of runners so that Squad Leaders can plan the size of squads
- Advise them of any facilities, eg buildings, toilets, power, water, caterers
- Remind Start and Computer squad leaders if junior competitions are at the event
- Ask that Squad Leaders inform you of the mobile number for the team leader - when known.

The main areas which require the Organiser's involvement with each squad are:

VEHICLE MANAGEMENT

Location of Car Park

This is one of the most critical jobs in organising an event and must be done by the Organiser at an early stage in discussion with the Planner and Controller. The alternatives are:

- 1) Forest roads - agreement of the landowner will be required and should be agreed when seeking final permission
- 2) Field for either a fixed fee, or a levy of say, £1 per car - may present problems in bad weather, but enables facilities to be grouped together, and is more sociable
- 3) Roadside or on verges. In areas, where parking may affect traffic flow, the local police should be consulted.
- 4) Public car parks, especially for Urban events. Ensure competitors know if they must pay any parking charges.

At all times consider telling residents in advance, particularly if car parking is in a village or near houses. The Land Register may give advice on this – particularly in areas where there have been problems before.

Assessment of Parking Area

- 1) Is it big enough for the expected entry?
- 2) Is there an overflow area if more cars than expected turn up?
- 3) What will the car park be like in wet weather? Is there an alternative to fall back on if the original is unusable? Materials should be on hand to deal with mud at the exit. Will it be better to separate cars from mini-buses? Where will any coaches park?
- 4) Can car parks be approached safely from either direction or just one? Travel directions and sign posting should be arranged to ensure competitor safety.
- 5) If there is only one entrance and exit, will it need to be marshalled? How will queues of traffic on approach roads be avoided?
- 6) Will competitors on foot use the same gates as vehicles? Try not to mix people and cars.
- 7) What services will be sited in the car park? Decide where Registration, Download, First Aid, toilets and any traders or caterers will be located.

Hand-outs

Larger events may have Competitor Information Sheets to be handed to each car/competitor on arrival. For smaller events, these may be available or displayed at Registration. The Organiser should supply sufficient copies.

Road crossings

If the courses cross roads, the Planner or Controller may ask for road-crossing marshals.

ASK ME

The Ask Me squad will provide help for newcomers and provide general advice in the area around registration.

The Organiser should ensure they have written details of the event, eg where and how far away is the start, are there separate control descriptions, are there road crossings, where are toilets, etc

REGISTRATION

Registration should be open in time for the first runners to reach the start just before it opens. This will generally be

10 - 30 minutes before the start opens.

Competitors who haven't pre-entered will need to complete an [Entry Form \(including Dibber Hire\)](#) at Registration. The Registration team normally supply these, but the Organiser should check there will be a sufficient supply.

START / FINISH

If the finish is remote, you should have someone there to supervise competitors and act as the point of contact in an emergency - the finish is the most likely place for someone to report a problem such as an injured competitor. You should consider having a first-aider with kit and a shelter there, especially for a larger event or if the weather may be poor. They require a reliable means of communication with the assembly area.¹

COMPUTER

The Registration and Download teams will usually be located close together. Consider the flow of competitors. Try to ensure download is on the route from the finish to the parking.

The Organiser should check that the clear, check, start and finish controls have been cleared before the event starts. This will help to ensure missing competitors can be identified quickly (and that the results will be reliable).

Final results

The Computer team leader usually produces results and sends these to the Webmaster by 7pm on the day of the event but the Organiser should check who will do this and liaise with the Computer team if need be. The Webmaster aims to have them live on the BOK and BOF websites by 8pm.

The Organiser should ensure the computer team are aware of any unusual computing requirements (eg Yvette Baker results) and the webmaster knows if results are to be sent anywhere unusual, eg for SWOA or UK Urban leagues

Comments should be added to the BOK website by the event officials to explain any unusual occurrences at the event (eg a missing control and whether results have been adjusted).

Once on the BOK website, the results will be used by BOK Permissions, BOK Treasurer (eg to pay land fees and levies) and by SWOA for awarding colour coded awards. Results on the BOF website for Regional and higher-level events are automatically used to update the ranking list and for all events to issue incentive awards.

STRING COURSE

Wherever possible, a String Course should be provided at Major, National, Regional and other events expecting significant junior participation. Ideally it should be close to the Car Park, and in easily walkable terrain. The area should be chosen by the Organiser in consultation with the Planner and String Course Squad leader. The course needs to be 600 – 1000m long.

FIRST AID

The Organiser and First Aid team leader need to agree the following before the event:

- a) siting of First Aid vehicle or tent (which might be in more than one location, eg near Registration and the Finish)
- b) arrival and departure times of First Aid squad including cover for control collectors
- c) maintenance of concurrent First Aid cover at the Finish or Registration if one or more First Aiders attend a remote casualty

The Organiser should give the following to the First Aid team leader:

- d) copy of Risk Assessment showing nearest A&E hospital(s) and, if nearer, an open Minor Injuries Unit.
- e) map(s) and directions to nearest hospital(s).
- f) local police telephone number (and the police's event reference number).
- g) how to gain vehicular access to remote parts of the land, with a key to open any locked gates

¹ BOF Rules Appendix E para 4.7

- h) list of mobile phone numbers of all event officials or, if reception inadequate, agree use of VHF radios
- i) map for each course and an All Controls Map (all in a clearly labelled envelope and sealed for a Major or National Event) to use when attending a remote casualty.

First Aid squad leader will provide a BOK FA squad event and shift proforma with key event details and shift times.

The First Aider treating a casualty will make a written record of any treatment given at an event.

The First Aid team leader will inform the Organiser of any casualties sent to hospital.

If an accident occurs to people or property which may result in legal action being taken against BOF, the Organiser must:

- complete a [BOF Accident Report Form](#)
- send the completed form to the BOK Chairman
- send a copy to BOK Permissions (who will forward it to any landowner who requires a copy and archive a copy)
- discuss with the BOK Chairman whether BOF must be informed immediately
- send the Form to BOF within one week of the incident

If anyone goes to hospital, the Organiser must also fill out a [BOF Accident Report Form](#) and send it to the BOK Chairman who will decide with the Organiser whether it needs to be sent to BOF.

Nearest hospital

The Land Register shows the nearest A&E hospital and this must be shown on the Risk Assessment. If there is a Minor Injuries Unit nearer than the A&E hospital, then that will also be listed in the Land Register and should also be shown on the Risk Assessment.

The Organiser must verify that any hospital shown on the Risk Assessment is open during and for a period after the event. MIUs have limited opening times and these are often changed.

BOK Permissions should send you a map and directions showing the route to the nearest hospital(s). If they haven't - ask for it and tell them where your assembly will be.

The Organiser should print 3 copies of the Risk Assessment and give one each to the First Aid team leader and Registration and keep one himself.

COACHING

Some events may have coaching organised independently of the main event. The coach is responsible for notifying all the officials and BOK Permissions of any proposed coaching and to agree with the organiser how, where and when it will be held and whether any controls will be used. For a Regional Level event (or higher), the coaching should be held after runs at the main event. Coaching is independently registered with BOF and will have its own activity number, Risk Assessment and First Aid cover.

5 EVENT SAFETY

Assessing risks/Visit area

Contact/meet Planner and discuss your joint assessments of all risks in area – eg crags, cars, animals etc

The Organiser should liaise with the Planner regarding access to the land for ambulances, eg provision of keys for gates, suitable roads for vehicles to use, and give the First Aid squad these details.

Search and Rescue Procedure

- Study BOK search and rescue procedure ([Appendix G](#))
- Complete top rows of Search Plan ([Appendix H](#))
- Agree proposed action for missing runners, eg identify Search & Rescue team before event.
- Fill in Search & Rescue form. Keep file copy.

Risk Assessment

There is a [template Risk Assessment](#) on the BOK website. This contains detailed guidance notes on its completion and contains a wide variety of common risks and their mitigations. This is designed to save you time by picking the risks which apply to your event. However, this is an aid not a substitute for long and careful thought about all the risks applicable to your event. If you have risks not shown add them to your Risk Assessment and let BOK Permissions know so they can update the standard template.

Any additional risks on the String Course should be included on the Risk Assessment.

BOK Permissions keep copies of all previous Risk Assessments (since 2012) and will send you a link so you can view and/or download them.

You may need to discuss the draft Risk Assessment with some of the Squad Leaders, eg First Aid and Vehicle Management. Allow time for this.

You should:

- Draft Risk Assessment
- Get Planner and Controller/Series Coordinator to check it.
- Send draft Risk Assessment to BOK Permissions before the deadline they have specified - they will send it to the landowner(s).
- Continue to update the Risk Assessment if further risks or mitigations are identified before event.
- In the last week before the event, sign the final version and get the Controller (or Mentor or Series Coordinator) to sign it as well. Take 3 paper copies to event (one for you, one for the First Aid team and one to be displayed at Registration).
- Send a copy of the final Risk Assessment to BOK Permissions after the event (and they will archive it).

Only one landowner for one area (Natural Resources Wales – Wye Valley Forests) demands a copy of the signed Risk Assessment before the event but there may be others in future. If any landowner wants a final copy, BOK Permissions will ask you for a copy before the event. Police have previously asked for copies, but they don't now. It's enough to tell them we've done one.

Insurance

Officials at BOK events are provided with public liability insurance through British Orienteering, provided that:

- Officials are members of British Orienteering.
- The event is registered.
- Records are kept for 7 years of all participants, both orienteers and volunteers.

Records of participants need to include at least one piece of contact information eg email or phone number. For events, runners are covered by the results (we have the contact data from pre-entry or entry forms completed on the day). As Organiser you need to compile a list of **helpers who did not run** and send this list to BOK Permissions after the event. These lists do not need to be complicated and an example, can be found here.

The names of any shadowers should also be recorded on the entry forms and these do not need to be extracted. If we need to retrieve names, we will get them from the forms.

Safety

Dangerous Features

These should be taped off with yellow and black tape: This is the responsibility of the Planner in the competition area and the Organiser elsewhere. Where roads are crossed the Organiser should put out warning signs for motorists and the Vehicle Management team provides traffic marshals if required.

Safety Notices

In any instructions you should make it quite clear whether something is compulsory or simply advised. If you have said something is compulsory you must check that runners have it and refuse to allow them to start if they don't. For example, if you think conditions are bad enough to require a competitor to have a waterproof jacket, if the worst happens you will not be able to defend why you allowed someone to start without one.

Clothing

If the Start is some distance from assembly a clothing dump should be provided and possibly clothing transferred to the Finish or Assembly Area, depending on the geography and size of the event.

In severe weather conditions, additional safety precautions may be required such as making waterproof jackets compulsory. Competitors must be informed by notices displayed both in the Assembly Area and at the Start.

Whistles

For all events BOK's Safety Policy is:

Juniors: Whistles are compulsory. "No whistle, no go". The Start team will check to see that a whistle is carried and if not, a runner will not be allowed to start.

Seniors: Whistles are recommended. They are encouraged to set a good example to Juniors. The Start team will not check that Seniors have a whistle.

You as the Organiser or the Controller may decide that everyone must carry a whistle. That decision is final.

This policy should be clearly indicated to competitors on arrival eg on **Competitor Information Sheet**, in the Assembly Area at Registration, at the point where competitors set out for the Start and at the Start. (You might not need to do all of these for a smaller event).

Check that whistles will be available for purchase from Registration (who should carry a stock), if traders are not present, or borrowed from Start / Finish (who also carry their own stock of spare whistles.)

Missing Competitors

You must ensure no one is left out at an event. The Computer team can advise the names of competitors who have not downloaded and which course they are on. When the start has closed and the check and/or start boxes returned to download, they can also confirm what time anyone started.

The system depends on everyone who starts reporting back to Download. Occasionally a 'missing' competitor has returned without downloading and gone home. **You must not assume this.** The following actions will help to identify 'missing' runners:

- The requirement to Download can be written on control descriptions.
- The Ask Me and Registration teams should emphasis this to any newcomers or novices.
- The Start team may reinforce this message to any newcomers (who are generally obvious).
- Signs saying, "Did you download?" on exit from the car park.
- An additional safety check is to use the "buddy system", with people being reported missing by their travelling companions and people on their own being invited to leave car keys at Registration to ensure they report back.
- If someone may still be 'out', enquiries must be made to get as much information about the person as possible with a view to mounting a search. Be prepared for this (with adequate warm and waterproof clothing, torch and

food, especially in winter) and ensure sufficient help is available.

- Did the missing person hire a dibber; if so is the dibber returned? Newcomers are more likely not to download and to have hired a dibber.
- All runners should have left a phone number when entering. Call it!
- Call member's home or mobile number using the BOK membership list. The First Aid team should have a copy at all events.

Emergency Contact Details

Competitors are asked to provide emergency contact details when they register online or at the event. The Computer team will have a copy of the details for online entries.

Drinks

Drinks are not provided at Assembly or the Finish. Competitors should be reminded to bring their own.

If the weather is particularly hot, drinks must be provided on the longer courses. The Organiser needs to agree the location(s) with the Planner who will mark the location of these on pre-printed maps (which the Organiser and Controller should check).

Manning of water points is not the responsibility of any squad. All squad leaders should be asked to seek volunteers. Keep containers and cups above ground level.

The First Aid squad has some emergency drinking water.

Bio Security measures

Comply with all bio-security measures imposed by landowner(s). BOK Permissions will advise you of these, if any.

6 EQUIPMENT

BOK Equipment is currently stored as follows:

- Most **Squad Leaders** look after the equipment used by their squad
- Start clocks are held by Pete Foster
- The First Aid Squad Leader has radios
- Phil Warry has an A3 inkjet printer that can be used to print non-waterproof, maps at an event
- Controls including flags, stakes, control boxes plus Clear, Check, Start and Finish boxes and dibbers for hire are kept by the Computer Squad Leader
- All other equipment is kept by Rachel Leathwood.

The Planner is responsible for collecting controls and SI utilities (check, clear, start and finish). The Organiser should ensure arrangements have been made for this. The Planner is to ensure kit is returned in good condition.

The Organiser is responsible for deciding what kit is required from the central store and collecting and returning it. Check early with Rachel that she has what you require and to arrange a time to collect and return it. You may have to arrange with the organiser of a previous event to collect equipment from him (this happens often with the Summer Series when events are only a week apart). Find out early where the kit will be so you don't have a last minute 'panic' tracking down missing kit. The Organiser is responsible for ensuring kit is dried, cleaned and repaired after an event. Any kit requiring replacement should be reported to its custodian and the Treasurer.

Toilets

Regional and higher events require toilets. They should also be provided at Local events where significant junior participation is expected. They are not usually provided for Western Night League and the Summer Urban & Park Series. Temporary toilets are often the largest expense at events. Where possible, public toilets or those provided by the land owner should be used. The Land Register should have information on these.

The land owner's permission may be required for mobile toilets. You should allow one per 100 expected competitors and 50% more for relays. For larger events, urinals greatly increase the throughput of users. Consider using BOK's padlocks when they are not in use.

Get quotes from potential suppliers. Suppliers we currently use are:

[Alide Hire](#)

Alide Plant Services Ltd, 1a Lymore, Oldfield Park, Bath, BA2 1AU	hire@toiletsforhire.co.uk
Bath	01225 335404
Bristol	0117 300 0828
Keynsham	01225 326484

[AndyLoos Limited](#)

Unit 3, Hallatrow Business Park, Wells Road, Hallatrow, Bristol, BS39 6EX
Quotes or orders 01761 451457 bristol@andyloos.co.uk

Head Office:

Unit 22, Hartlebury Trading Estate, Hartlebury, Worcestershire, DY10 4JB
01299 254420 hartlebury@andyloos.co.uk

[Border Loos](#) 01544 327298

Cheriton House, Old Station Road, Eardisley. Hereford, HR3 6NS

Border Loos will not deliver south of Bristol but we use them often in the Forest of Dean.

[Brandon Hire](#)

Avonmouth	0117 982 3484	bristol9@brandonhire.co.uk
Bath	01225 445884	bath@brandonhire.co.uk
Weston-super-Mare	01934 632621	weston@brandonhire.co.uk

Give very precise instructions for where you want them delivered and consider signing the location prior to delivery or meeting them! There have been many instances where they are dropped in quite unsuitable places. Get them put where *you* want them – exactly! You may need a key to open barriers on some land, especially Forestry

Commission land. Ask for a key from BOK Permissions early.

The Land Register may contain comments about problems or issues re toilets at ‘your’ area, eg making sure they are sited (or not sited) in particular places and the general unreliability of some suppliers.

Ask the supplier to send the invoice to the BOK Treasurer. Let him know the terms that you agreed.

The supplier may need to access the site up to three times:

- The delivery truck will probably position the toilets on the Friday before a Sunday event
- The pump truck could visit separately to pump them out (usually only for multi-day events)
- The delivery truck will probably prefer to pick them up on the Monday after the event

Caterers

If you need caterers, you could try these:

Company	Contact	Phone	Email or website	Comment
British And Continental Catering	Tom Wilkinson	07799 210503	j.wilkinson760@btinternet.com	Based in SCOA’s area and regularly attend Army and major events
Fuel Catering	Beth	07958 138636	www.fuelcatering.co.uk	Based in Dorset
Podium Catering	Tim Morris	07580 458659		Based in Shrewsbury and regularly attend major events
Silvia Davis Refreshments	Silvia Davis	01594 861856 or 07891 717213	silvia.davis@btinternet.com	Based in Forest of Dean Silvia has the stamp of approval of the FC and they already have copies of her insurance and hygiene certificates (in 2014 anyway).

Individual area Land Registers often list other local caterers.

Most landowners ask to see copies of caterers’ insurance certificates (and caterers will supply them if you ask).

The Forestry Commission also require copies of the hygiene certificates of all caterers.

If you plan to have caterers, please advise BOK Permissions who will put it on the permit application. They will remind you to get caterers’ Public Liability Insurance and hygiene certificates if needed. Note this is an advantage of using Sylvia Davis in the Forest of Dean.

7 EVENT DAY

Appendix A contains a checklist of things to do at an event. The Organiser should do these, but then stay free of other tasks so that they can deal with any problems that may arise. Your role is to identify tasks and ask others to do them.

Hi-viz fluorescent jackets for the Organiser, Planner and Controller are usually held with the Equipment and should be worn on the day of the event to make the officials easily identifiable.

Appendix F contains a list of personal equipment that an Organiser might want to have on the day.

Maps

The Planner provides all the course maps plus control description sheets and a few blank maps to the Start team leader. He should give a couple of blank maps to Registration.

The Planner should advise the Organiser and the Registration team leader how many maps there are on each course.

The Planner should give the Organiser and the First Aid team leader a full set of all course maps and the All Control Map. The Organiser should check that First Aid have these maps (in a sealed envelope).

Start

The Organiser and Controller should encourage the Start team and Courses to be ready, so helpers can start before the published first start time, say up to 15 minutes early. This increases the likelihood they will be able to get back in time to relieve anyone working a first shift and running second. Similarly, the Start should remain open after the published last start time if any helpers have not yet run. This is particularly important for events with a shorter start window eg Saturday Winter League events. No helper should be deprived of a run or feel they must retire to relieve their colleague on time.

8 AFTER THE EVENT

Appendix A contains a checklist of things to do after an event. Further explanation is here.

'Thank you'

This is the most important thing to do. Thank all your Team Leaders – most will welcome a personal phone call although doing an email on the evening of the event is a good benchmark to aim for.

Anyone who's gone beyond the normal should get special thanks, eg searchers out late looking for missing runners or first aiders who treated or comforted casualties.

Comments

The Organiser, Controller and Planner should post comments on the event on the BOK website. This must be done when there have been unusual occurrences such as stolen controls or voiding of legs. Lost property can also be advertised.

Comments should be posted within 24 hours. They should be emailed to webmaster@bristolorienting.org.uk.

Permissions Feedback

A day or two after the event, BOK Permissions will ask you whether there have been any problems, damage or complaints regarding use of the land. It's better if they inform landowners of problems before they hear it from a third party. BOK Permissions will also thank landowners and inform them of the numbers of participants (this is often required by the terms of the permit and for determining any land fees).

Give BOK permissions any feedback on the event, eg changes in contact details, fees, problems solved (or not) for the benefit of future officials. Changes made directly to the Land Register are much appreciated!

Archiving

These documents should be archived after each event (person responsible for doing so is in bold)

- 1) List of all competitors (ie the final results list) and all the paper entry forms. **SI team**
- 2) List of all helpers – ask Team Leader of each Squad. **Organiser - send list to Volunteer Co-ordinator**
- 3) List of any non-running helpers. **Organiser - send list to BOK Permissions**
- 4) Risk Assessment (final version, preferably signed copy but unsigned final Word version is fine). **Organiser - send copy to BOK Permissions**
- 5) First Aid Incident Forms, if any. **FA Team Leader.**
- 6) Event Flyer (this should be on BOK website before event!) **Organiser**
- 7) Event Final Details (ditto) **Organiser**
- 8) Copy of all Course Maps and All Controls Map. **Whoever orders the maps from the printers (usually the Mapping Officer or the BUOS Co-ordinator). Send to BOK Permissions shortly after the event.**
- 9) BOF Accident Report Forms, if any. **Organiser sends copies to BOK Permissions**
- 10) Land Permit **BOK Permissions.**

Appendix A – Timetable

The following gives a suggested timetable to organise an event. Not all actions will be required for every event. For Major, National or Regional events, many of these tasks should be done earlier.

Task	Target Date	Notes	Done
3 Months before event			
Obtain and read Land Register from BOK Permissions			
Confirm with Fixtures Secretary that event registered and check that details on BOF and BOK websites are correct, especially the Grid Ref and Post Code			
Prepare Budget and agree with Treasurer			
Agree Event Fees with BOK Treasurer (if not standard)			
Agree courses to be provided with Planner			
Send online entry template to Fabian4			
Agree Parking, Assembly, Start and Finish with Planner			
Ask the Planner to advise a suitable area for the String Course and inform the String Course Squad Leader.			
Agree event start time and course closure time with Planner			
Research and book Toilets (if required). Tell supplier who to send invoice to (BOK Treasurer)			
Inform Police by calling 101 or by email and get event reference number and the telephone number that you would need to call in an emergency on the day			
Draw sketch map of Parking, Assembly, Start and Finish			
Alert Squad Leaders that they will need to organise their team for this date. Give them helpers discount code, estimated number of competitors and any special requirements			
Get details of terrain and courses from Planner and prepare Event Flyer and any other publicity			
Draft Risk Assessment			
Research any caterers and traders if required			
2 Months before event			
Publish Flier on BOK website and distribute at events. Email Junior lead to distribute to schools			
Finalise Risk Assessment and send to BOK Permissions before deadline specified by them when they sent Land Register (usually 6-8 weeks before event)			
Decide Equipment needs			
1 Month before event			
Arrange when to get Equipment. Check where it will be			
Agree Search and Rescue procedure with Planner and Controller			
Prepare map to identify position of any road signs			

Task	Target Date	Notes	Done
Start Draft of Final Details and Competitor Information Sheet if any			
Inform any locals who may be affected by delivering letters to householders and putting up notices in car parks and at access points			
Arrange access on the day (eg keys for barriers)			
Send out list of mobile numbers to Squad Leaders, Planner and Controller			
Check phone reception and arrange use of radios if required (and check radio reception)			
Confirm precise toilet delivery arrangements with supplier			
Identify provider of straw or Trak mats in case of bad weather			
Prepare own kit for the event			
Publish final details if any on BOK website			
Draw up Course Information Sheet (length, height and # controls) for display at Registration			
(Later if acceptable to Mapping Officer) Tell mapping officer how many maps and control descriptions are required, including spares for first aid, control collectors, controller and 6 extra White for shadowers. Plan if maps run out			
1 Week before event			
Collect equipment from BOK kit store			
Final check with Squad Leaders			
Keep checking weather and be prepared to act			
Tape off any relevant dangerous features outside event area with Planner's help/advice			
Print documents for use at event: <ul style="list-style-type: none"> • 3 copies of map to nearest A&E or MIU hospital and write police event reference number and emergency number on all of them • 2 copies of Risk Assessment (one for Registration, one for First Aid) • 3 copies of Course Information Sheet (2 for Registration, 1 for Ask Me) • BOK photographic policy • Under-16s policy (for urban events) • Notes for Ask Me team (distance to Start, Location of Toilets, whether any loose control descriptions etc) 			
Day before event			
Check delivery of toilets & lock doors			
Clear diary and be available for contact from Squad and team leaders etc			
Load car with equipment			
At event - Start			

Task	Target Date	Notes	Done
Arrive early (2-3 hrs before first starts)			
Put out road signs early for helpers. Erect other signage where necessary			
Ensure routes to Start and from Finish are taped			
Distribute hi-viz jackets to Controller and Planner. Wear your own!			
Give Competitor Information Sheets and Dibber Hire and Entry Forms to Vehicle Management team leader for distribution to cars on arrival			
Confirm method of finding Controller/Planner in an emergency			
Confirm utility controls have been cleared			
Give one full set of maps for every course and an All Control Map (which should all be in a sealed envelope), the Search and Rescue Plan, the Risk Assessment and the map and directions to nearest hospital(s) to First Aid			
Display documents at Registration: Course Information Sheet Risk Assessment BOK photographic policy Under-16s policy (for urban events)			
Give notes to Ask Me Team Leader			
Inform Registration of total numbers of available maps for each course			
Check water points, if any			
Check all teams (including First Aid) are ready, planner and controller are happy with courses, then declare start open			
Monitor all teams and trouble shoot as necessary			
Take the lead on dealing with any problems, particularly those to do with safety			
At event – End			
Check with Computer team that all competitors are accounted for. Inform First Aid team leader (they won't leave unless you do!)			
Collect Incident/Accident Report Form(s) from First Aid			
Collect entry and dibber hire money from Registration			
Remind control collectors to collect tags on trees as well as controls			
Check controls have been collected and that Planner and control collectors have all safely returned			
Gather all lost property			
Clear site, remove litter			
Collect all equipment and road signs and arrange return			
Remove all signs warning locals about the event			

Task	Target Date	Notes	Done
Ensure all gates are locked			
After event			
Report any serious incidents to BOK Chairman and BOF immediately			
Within one week, send BOF an Accident Report form for any serious damage or casualties sent to hospital, with copies to the BOK Chairman and BOK Permissions (for archiving). (First Aid Team Leader will provide casualty information.)			
Ensure results and splits provided to the Webmaster by 19:00			
Phone or send emails of thanks to all team leaders and fellow officials			
Write Organiser's comments for website, including details of lost property and how to reclaim it			
Answer queries about the results			
Return all equipment to BOK kit store			
Return keys			
Forward any invoices and bills to the Treasurer for settlement			
Pass takings to Treasurer			
Send expenses details to Treasurer and remind other officials to do the same			
Advise BOK Permissions of any <u>land related</u> issues, eg damage or complaints. Send suggested improvements or updates to Land Register to BOK Permissions			
Check that paperwork listed in section 8 (archiving) have been dealt with			
Send any suggestion to improve the Organiser's Manual or this timetable to Fixtures Secretary			
Note lessons learned for next time			
Feel good for having enabled people to enjoy themselves			

Appendix B – Suggested Reading in BOF Rules

All Officials should read the [BOF Rules & Regulations](#).

The following are relevant to Organisers:

- British Orienteering Rules of Orienteering 2016 Rules 7 - 17 and 26 - 31
- Appendix A – Event Systems
- Appendix E – Event Safety

The [British Orienteering Whole Event Checklist](#) provides an alternative checklist for organisers.

Appendix C – System for entering events and for ensuring sufficient numbers of maps

From January 2018 the system for entering events and for ensuring availability of sufficient maps is different for Regional and Local Level events:

Regional Level Events

The Organiser should promote Pre-entry (using Fabian4) on the BOK website and in all event information. Entries are cheaper prior to a pre-set date before the event (usually about a week earlier). The Organiser must agree this date with the Mapping Officer to allow sufficient time to order maps.

Immediately such entries have closed, the Organiser must decide how many maps to print for each course, using the number of entries so far plus some extra for further online late entries and Entries On the Day (EOD). Setting these extra numbers requires judgment depending upon the area, time of year, events elsewhere on the same day/weekend and previous participant numbers at events in this area and/or for this type and Level of event. In general, extra numbers should err on the side of ordering too many rather than too few. This is particularly important for the junior courses (Orange, Yellow and White) where a much higher proportion of runners enter on the day.

The Organiser should then advise Fabian4 of the additional map numbers on each course and publish them in the Final Details on the BOK website. Fabian4 will continue to allow pre-entries (at the higher EOD price) up to the time that the SI team need to download information to the computers (typically 48 hours before the event) or, if earlier, when all the additional maps on a course have been sold. If any course has sold out, Fabian4 will invite applicants to enter another available course.

The Organiser should then post the numbers of remaining maps available for EOD on the BOK website, so that orienteers can decide whether to travel to the event.

On the day, the Organiser must tell Registration how many maps are available for EOD. Registration will reduce this number by 2 or 3 per course to allow for people taking the wrong map. They will then record the EOD entries on each course against the number of remaining maps and stop selling them when the limit is reached. If this is not done, someone who has pre-entered will not have a map. Naturally anyone unable to run their preferred course should be invited to enter a different course.

Recycling of maps should not normally occur.

Local Level Events

The Organiser should again promote Pre-entry for Local events, but many runners at Local Level events are novices and, for many reasons, may prefer not to pre-enter. We must be prepared for many EOD.

Local events will often offer fewer courses and we should encourage Organisers to order more than enough additional maps above historical numbers (again considering the variables listed above), although this may lead to map wastage at some events. Entries for the Urban Series and the Saturday Winter League have tended to be fairly consistent, but numbers at other events, particularly those outside Bristol, are unpredictable, especially on the White and Yellow courses.

If all maps have been used, maps can be recycled.

Organisers should print 10 All Control Maps in excess of the number required for event organisation (ie for First Aid and Control Collection etc). If someone has given up their map for recycling, they should be offered one of the All Control Maps on return to registration.

This process does not cope ideally with a competitor who has pre-entered, but arrives near the end of the start window only to find that all maps on their course have all gone and has to run on a recycled map. The above process for Local events is intended to be fairly simple; it may need to be reviewed in the light of experience.

Appendix D – Event Flyer

Use event [flyer template](#)

The flyer should contain the following details:

- 1) **Type** eg Galoppen, Junior League, Summer Urban/Park Series, Winter League, Western Night League
- 2) **Date**
- 3) **Name of Location** with full grid reference, eg ST558774, and nearest Postcode
- 4) **Punching** eg SI
- 5) **Travel** directions, parking arrangements and fee if applicable
- 6) **Map** scale, pre-printed waterproofed
- 7) **Terrain** brief description
- 8) **Courses** colours and approx. lengths if known and state if String course available
- 9) **Registration** eg 10.00 – 12.30
- 10) **Start times** eg 10.30 – 13.00. State times from parking to assembly and assembly to start if material
- 11) **Closure Time** eg Courses close at 14.00. Competitors must report to the finish by this time.
- 12) **[Entry fees](#)** show full fees plus BOF members' discount and discount for Pre-entry before certain date.
- 13) **[Dibber Hire](#)** charges for seniors and juniors & cost if lost
- 14) **Link to Fabian 4 for pre-entry**, with date at which price increases (if applicable) and closing date
- 15) **Link to [Event Entry Form \(for EOD\)](#) on BOK website** so runners may arrive with their own completed copy
- 16) **Facilities** eg toilets, First Aid, refreshments etc. Include: "Please provide your own drinks".
- 17) **Safety** including policy on whistles and if weather is poor
- 18) **Dog policy** eg dogs only on leads, in car park not on courses
- 19) **Organiser's name**, email address and phone number
Planner's name
Controller's name (and club if not BOK)
- 20) **Local attractions:** eg list of places to visit or eat
- 21) **Data Protection** statement
- 22) **BOK website**

Appendix E - ASO Information and Contacts (To be amended due to incorporation of ASO into BOK)

Avon Schools Orienteering

For an ASO event, this appendix supplements the organiser's normal instructions.

ASO contact details are available from the [ASO website](#).

Flyers

Please email an electronic copy to [ASO Secretary](#) for distribution to schools. This normally happens 7-10 days after the previous event unless there are two events very close together.

SI Dibbers

Children will need to borrow SI Cards. ASO has dibbers for loan and these are kept with the BOK SI dibber stock. At the moment there is [no fee](#) for Juniors who borrow cards, but any that are lost have to be replaced at the market cost.

Course Information

Please ensure that someone (usually the Planner), informs the ASO Secretary of the course lengths, climb and number of controls. These are displayed at the event. If these are subsequently changed before the event, then you must advise the ASO Secretary of the changes and say so prominently at the event.

The ASO courses are run in school years

Y5B/G	WHITE	Y10B/G	LIGHT GREEN	
Y6B/G	WHITE*	Y11G	LIGHT GREEN	
Y7B/G	YELLOW	Y11B	GREEN	
Y8B/G	ORANGE	Y12 /13G	GREEN or BLUE	
Y9B/G	ORANGE	Y12/13B	BLUE	* Y6 RUN YELLOW FOR LEAGUE 5-8

Registration

Key ASO rules to be aware of:

1. Children must put their ASO ID (if known) and their school on the [BOK Entry Form and Dibber Hire](#).
2. Pairs are allowed on all courses but both names must be written on the [Entry Form](#). The age of the elder child will be the class in which they score
3. Shadowed pupils must have +1 clearly shown on the [Entry Form](#)
4. A second run by a pupil is non-competitive and must be marked as such on their [Entry Form](#). Competitors, teachers and parents from the same school, on the same course, must have their start times at least three minutes apart
5. Children with their own dibber must still complete a form and hand this in at Registration or give it to their teacher to hand in?

Maps and Control Descriptions

Six extra maps are required at the start, to be used by parents shadowing juniors on the white course. They should be returned when the child has completed his or her run.

Control descriptions are to be textual on the White and Yellow courses and use IOF symbols for longer courses.

Appendix F – Organiser’s Kit on the Day

The Organiser should obtain the kit listed below. He should place the Road Signs where he wants them and deliver all the other kit to the relevant teams.

Items in italics should be delivered by the Planner but the Organiser should check they’ve been done.

APPROACH TO EVENT

- Road Signs

VEHICLE MANAGEMENT TEAM

- Competitor Information Sheets (if any)
- List of officials and squad leaders’ mobile numbers

ASSEMBLY

- Signs (to Start etc)
- Orange and Green Stakes (general purpose)
- Red & White tape
- Yellow & Black Tape

START

- List of officials and squad leaders’ mobile numbers
- *Course Maps and control descriptions*
- *Blank Maps*

REGISTRATION

- Poster Display Board (updated as appropriate)
- Map(s) to Hospital(s)
- List of officials and squad leaders’ mobile numbers
- Risk Assessment
- *Blank map*

FIRST AID

- List of officials and squad leaders’ mobile numbers
- Search Plan
- Map(s) to Hospital(s)

PLUS ANY OTHER KIT AS AGREED WITH SQUAD LEADERS, eg start kit

GENERAL – From Kit Store

- Controller, Planner & Organiser Hi-viz Jackets
- Litter bags
- Pliers
- Large Screwdriver
- Hammer
- 2 Mallets
- Secateurs
- Sellotape
- Brown or Duct Tape
- Black Marker pen
- Pens/pencils
- Elastic bands
- Hard backed writing boards
- Red/white and black/yellow tape

GENERAL – Personal

- Risk Assessment & search plan
- Land access permission
- Police log number
- Notebook and pen
- Mobile phone numbers of officials, squad leaders and land owners/tenants/managers
- Head torch
- Mobile phone
- Camera
- Compass
- Spare clothes and shoes
- Rain gear
- Food and drink (be prepared to be out much longer than you think!)
- Sun cream
- Sun hat
- *Set of maps*

Appendix G – BOK Search Procedure

The Organiser (aided by the Controller, Planner and Safety Officer (if appointed)) will be responsible for the search.

This search procedure document is in 6 sections.

- 1 Pre-event planning
- 2 Person missing
- 3 Search teams
- 4 Preliminary search
- 5 Main search
- 6 Aftermath

1 Pre-Event Planning

- a) Discuss safety issues and search plan with Controller and Planner plus Safety Officer, having read this information and BOF Rules, especially Appendix E Event Safety. Check First Aid details on the Risk Assessment form.
- b) Identify possible search team people not including First Aiders. Check location of Rescue Rucksacks with BOK First Aiders.
- c) Make sure local police telephone number is written on the map to Hospital and on the Search Plan and you and First Aid have a copy
- d) Have means of communication and prepare a communication plan, eg mobile phones, radios.
- e) Divide orienteering map into sectors, identifying drive-able roads, access gates (keys).
- f) Ask planner to provide Organiser and First Aid team with spare maps and copies of the courses.
- g) Have pen/paper/Search Plan on the day. Search Plan is Appendix H.

2 Person Missing

- a) **Decide if person is really missing.** Check the following:
 - Time overdue (download)
 - Course
 - Age/experience of person
 - Terrain
 - Daylight hours left
 - Car park/friends/other relations
 - Who has reported the person missing
 - SI punching: interrogate Start and Finish control boxes. (This takes time – you have to get the control boxes!)
- b) Start to **keep written record or use Search Plan** (Appendix H)
- c) **Keep relatives/friends of missing person informed**, if present at Event site, and appoint someone to look after them at Assembly if necessary.
- d) Make **further checks in car park, download**, phone home using telephone numbers on entry form.
- e) **Get as many details of missing person as possible**, eg name, age, sex, alone in forest or accompanied, experience, clothing, last food or drink, address, telephone nos., any relatives.
- f) **Alert First Aid.**
- g) **Organise search teams**
- h) **Inform police**
- i) **Be identifiable and stay in one known location so that people know where and who you are.** Suggested locations are the car park or Assembly, Finish or Download.

3 SEARCH TEAMS

- a) Team members need map, compass, whistle, pen and paper, phone or radio (shared if necessary). Ideally, they should be rested, have eaten and drunk recently. For longer searches they will need waterproof clothing, spare clothes, spare food and drink, torches and spare batteries, and small rucksack. Items can be minimal but adequate.
- b) Organiser and team members exchange telephone numbers.
- c) Organiser records names of team members and arranges to notify their homes of possible late return.
- d) Organiser appoints team leaders and allocates and records tasks.
- e) Organiser arranges a car to check perimeter roads.

4 PRELIMINARY SEARCH

- a) Short courses (white/yellow). Teams of 2 or 3 individuals run the course. Bicycles may be useful here.
- b) Longer courses. Teams of 2 or 3 individuals run sections of the course, meeting at predetermined points. With electronic controls a runner with lap top computer may be able to check which controls have been visited. A car may be used to carry searchers to search points.
- c) If missing person is found then the Organiser may decide to send in First Aid, and only if the casualty is mobile can the Organiser decide how to bring the person back to the car park/hospital. All search teams and relatives will be informed.
- d) If missing person is not found, then inform police and commence Main Search.

5 MAIN SEARCH

- a) Organiser with Controller will decide which areas are to be searched using the map already sectorised in pre-event planning. Ribbon searching, which covers linear features and land on either side is quicker. Two teams can work in parallel then meet at a prearranged place and time. Team members walk down the features calling the name of the missing person. The First Aiders with emergency First Aid rucksacks should wait in a central location, eg with the Organiser or in a prearranged place.
- b) Size of teams depends on terrain, numbers available etc but teams can be 2 or more people. The Organiser will decide if relatives of the missing person will take part in the search.
- c) Organiser will always keep a record of teams, areas searched, decisions made etc. This information will be vital in the post search analysis or enquiry.
- d) If missing person is found, the Organiser and Controller will arrange any First Aid needed and plan how to bring the person back to the car park/hospital. The police, other searchers and relatives must be informed as soon as possible.
- e) If the missing person is NOT found, the police must be informed. Hopefully there is a member of the police with the Organiser by then. The police will take over at this stage. The safety of BOK searchers needs to be considered and they may need to be recalled for resting. It is important to explain to the police how long the searchers have been out especially if it is winter or the weather is bad.
- f) In the unlikely event that the police have not yet appeared, the Organiser and Controller should only continue the search after discussion with the police and careful assessment of the condition and resources of the BOK personnel.
- g) If a death has occurred the BOF Chief executive must be informed immediately.

6 AFTERMATH

- a) Check all BOK searchers have reported back to the Organiser and are able to get home safely.
- b) Complete Search Plan and send copies to police and other bodies after consultation with the Controller.
- c) Thank rescue services, searchers, First Aid, etc.
- d) Arrange post-incident debrief.
- e) Complete BOF Accident Report Form – see Archiving in section 8 "After The Event".

Appendix H - Search Plan

Location:	Date:	Type of event:	
Controller	Name:	Address:	Tel:
Planner	Name:	Address:	Tel:
Organiser	Name:	Address:	Tel:
Police event ref & phone #s			
MISSING PERSON	Name:	Address:	Sex:
	Age:	Car registration:	Tel:
	Course:	Start time:	Estimated finish:
	Alone/accompanied on course?	Whistle carried yes/no:	Orienteering experience:
	Clothing/description		
	Time reported missing:	To whom:	By whom:
CHECK	TIME		
	Download:		
	Car Park:		
	Friends/relations:		
	Phone any phone #s left:		

