SBOC Organiser Training

“so you have volunteered. Now what?”

Types of events

- Local - e.g. Winter League, Summer League - *10-50 competitors*
- Regional - Welsh League event - 80-150 competitors
- National - Welsh Championships, Croeso days - 300-1000 competitors
- Major - JK, British Championships – eg British Night champs - up to 3000 competitors.

Basically the same format – *it's the scale and expectation and thus complexity that changes*

- PRE-EVENT
  - Permissions/Access
  - Information for Competitors
  - Entry system
  - Risk assessments and safety
  - Plan equipment and volunteers
- ON THE DAY
  - Briefing volunteers
  - Car Parking
  - Assembly/registration/enquiries
  - Start
  - Finish
  - Download/ results
- POST EVENT
  - Results
  - Budget
  - Thank yous

PRE EVENT: Access/Permissions/Officials

	What to do	Comments
Local	Check: Permission for the use of the area Copy of permission letter/email Fees for access Local land owner contact details Registration in British Orienteering Fixtures database Preliminary Risk assessment	Usually all done by fixtures and permissions secretary Latest Risk assessment for the area from Fixtures Secretary
Regional	As Above Plus Car park arrangements – where , fees? Toilet facilities - do you need to get extra? Contact Planner/Controller for general layout of assembly, start and finish etc Appoint Team Leaders	Do a site visit with the Planner if possible.

PRE EVENT: risk assessment and information

	What to do	Comments
Local	Complete Risk Assessment for Area – different at night Prepare event details – for website eg where, how to get there, timings, entry fees, courses offered, restrictions eg dogs, safety issues from Risk Assessment eg whistles etc and contact numbers Set up Event on Pre-Entries System	Contact Fixtures Sec for latest version. Use Template – from website. Pass to webmaster to put on Website and give as much notice as possible. Publicise Event. Ben Mitchell can help with set up
Regional	As above Extra information re toilets, parking, walks to start, Clothing dumps, Entry dates and how to enter Will you need phones if start etc a long way apart	As above – But with extra information. Need to do a budget to determine fees. Club has examples for you to review.

Templates

Swansea Bay Orienteering Club

SBOC Local Event Winter League 4-Night Event

Location: Crymlyn Burrows

Date: Saturday 19th November 2022

EVENT DETAILS			
Location:	OS Grid Ref SS 70404 93095 (nearest postcode SA1 8EN)		
Travel directions:	 Signed to Crymlyn Burrows SSSI off Fabian Way (A483) just beyond Swansea University Bay Campus (travelling from Swansea) opposite Elba Crescent. Parking in the Burrows Car Park is Pay and Display £3.50. Parking on Elba Crescent is free, maximum 2hrs stay – please take care crossing the road to Registration.		
Terrain:	An SSSI Sand dunes system lying between Bay campus and the Neath Estuary, with Saltmarshes at the Eastern end. There are numerous paths with complex areas of vegetation, including a lot of minor unmapped paths. There has been some sand scraping in the centre area of the map. It's highlighted by red hashing overprint on the map. It is runnable through it but some of the paths around that area of sand no longer exist.		
Map:	A4. 1:7500. 2.5m Contours. Version 2017 Maps will be pre-marked		
Course: (Subject to final planning)	**Course**	**Distance (km)**	**Climb (m)**
	Long Course	4.5	
	Short Course	2.3	
Entry and Registration:	Entries for members and non- members is via the SBOC website https://www.sboc.org.uk/events Click on "Enter Here " to enter the event using the Pre-Entries app. Newcomers can hire SI cards through this.		
Starts:	Registration open from 1630pm at the Burrows Car Park Courses start times 17.00 to 18.00. Courses close at 19.00		
Entry Fees:	Seniors: British Orienteering members £6.00. Non-members: £8.00 Juniors / Students £3.00 SBOC Juniors – Free All payments to be made at the event using contactless card system.		
Organiser:	Margaret Reynolds 0781452		

Safety Information:	A risk assessment has been completed but it should be noted that competitors take part at their own risk, and are responsible for their own safety during the event. Please bring a spare backup torch. Whistle and cagoules may be compulsory if weather is bad. Competitors are reminded that they are required to report to the finish and/or download once they have started a course, whether or not they have completed the course. Photographs might be taken to promote the sport. Please let the organiser know if you do not wish to be included.
Covid-19 safety Information:	Please refer to the SBOC Code of Behaviour found on the Events page of the clubs

Risk Assessment for Orienteering

British Orienteering

Risk assessments are concerned with identifying the hazards (i.e. things which might go wrong or cause an accident/injury), evaluating the likelihood of a particular event occurring (i.e. level of risk) and putting measures in place needed to reduce or eliminate the risk.

Name of Club / satellite club name / after school club		Swansea Bay Orienteering Club (SBOC)	
Name of person completing this form	Margaret Reynolds	**Position of person completing this form (coach, organiser etc)**	Planner and organiser
Venue for session / event / activity	Crymlyn Burrows, Swansea	**Date for session / event / activity**	19/11/2022
Name of person in charge of session / event / activity		Margaret Reynolds	
Risk assessment signed	Margaret Reynolds	**Risk assessment dated**	07/11/2022
Risk assessment checked by (name, position and date)	**Print name & position (coach mentor, controller etc):**	Niall Reynolds	
	Sign and date:	07/11/2022	

Emergency Information

Emergency access point (for emergency vehicles)	**Post code / grid reference:** SSSI Car Park - nearest postcode SA1 8EN OS Grid Ref: SS 70404 93095	**Place from which signed:** Junction of Elba Crescent and Fabian Way (A483) [Swansea University – Bay Campus]
Nearest A&E hospital:	**Name and Post code:** Morriston Hospital – SA6 6NL Major Acute and Major A & E – Open 24 hours	**Map available (where):** Registration (with organiser)
Working telephone:	**Landline or mobile:** **If mobile (reception checked?)** Mobile - Yes	**Number:** 07814527342
First Aid cover	**Name of first aider:** Several SBOC members at the event are 1st Aid qualified	**Located where?** First Aid kit held at Registration OS Grid Ref: SS 70404 93095

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)	**Possible outcome / injury including note on severity and likelihood of occurrence**	**Mitigation** • **What control measure?** • **Who is responsible?**
In area to be used (outdoor):		
1. Parking in SSSI car park,	Collisions cars/humans. Major injury, unlikely	Advise runners to exercise caution when crossing the road to the start/finish. Responsible: Organiser Be aware of moving vehicles Responsible: Competitor
2. Marsh and inlet to North of map; potentially more hazardous at high tide.	Cut off by the tide. Minor injury, unlikely	Area is clearly indicated on map and courses avoid them. Responsible: Planner Advise competitors of potential danger Responsible: Organiser
3. Uneven surfaces e.g. Slopes, Sand Dunes, Tree roots/Branches, Rabbit Holes, Rough vegetation	Trips, slip or fall, sprains, cuts, penetrating wounds. Minor injury, likely	Advise competitors of the terrain being used and level of body cover in event details Responsible: Organiser Appropriate footwear and caution Responsible: Competitor
4. Litter - glass, needles and metal objects	Cuts, pricks. Minor injury, unlikely	Do not pick up litter Responsible: Competitor
Participants		
1. Inappropriate/ inadequate clothing / shoes	Hypothermia, scratches, stings, penetrating wounds. Moderate injury, possible	Wear appropriate attire Responsible: Competitor
2. Existing medical conditions. Unexpected reactions/allergies	Deterioration in health, fainting, disorientation, hypothermia, getting lost. Major injury, unlikely	Advise competitors that they run at their own risk in event details Responsible: Organiser Bring appropriate medication, enter courses at the correct level for ability, don't compete if feeling unwell, inform organiser if you have a medical condition, they should know about Responsible: Competitor
3. Fatigue/disorientation	Exhaustion, hypothermia, getting lost. Moderate injury, unlikely	Ensure courses are of an appropriate length and difficulty so competitors are not out longer than anticipated. Provide course closing times. Responsible: Planner Advise the carrying of a whistle. Refer to 'missing persons' procedure' if competitor does not return Responsible: - Organiser Compete within your fitness level/retire if necessary. Use safety bearing given, use whistle if taken to raise the alarm in emergency Responsible: Competitor
4. Inappropriate compass equipment for		Ensure courses are of an appropriate length and difficulty so competitors

Back

Add new event

Event Details

Event Name — Required

e.g. Summer League 1

Event Date — Required

Map Name — Required

e.g. Kilvey Hill

Event Level — Required

Local | Regional | National

Event Details Link — Required

https://sboc.org.uk

Organisers Name — Required

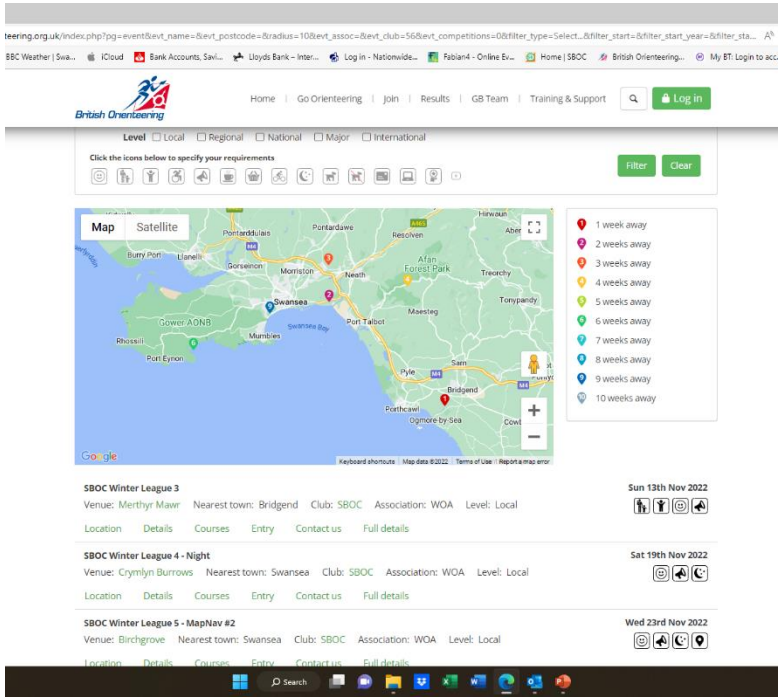
Niall Reynolds

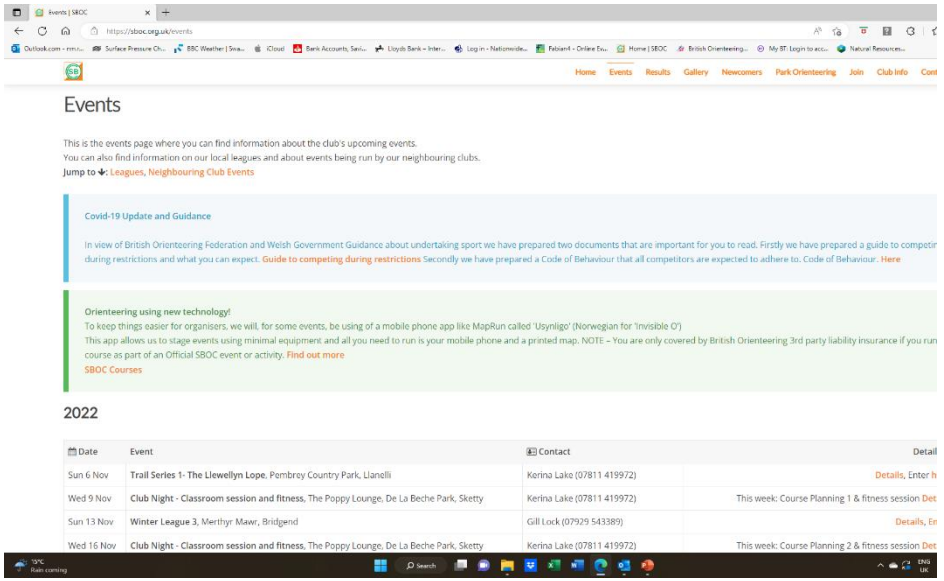
Organisers Email Address — Required

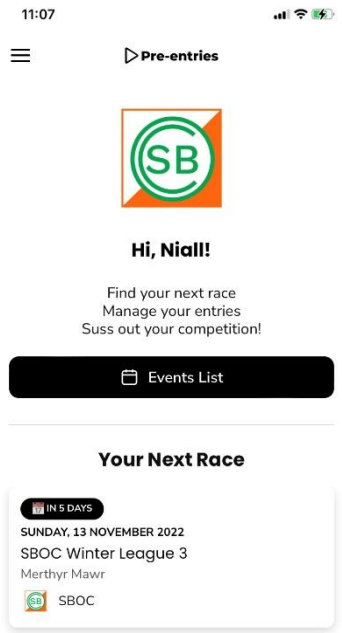
nm.reynolds@hotmail.co.uk

Assembly - Near[redacted] — Required

Where your event can be seen.







- Events are registered on the BOF website
- Also entered onto the SBOC website
- Set up on Pre-Entries System
- Publicised via Twitter and Facebook.

PRE EVENT: Getting your Volunteers

Team	Number	Comment
Car parking (if needed)	3 people	Need to be there early
Event Admin – Registration/Dibber Hire/Enquiries/Download and Results	2 people	Need tent/shelter or building
Starts	3 people	
Finish (if needed)	1 person	
Total	8-9 people	Two shifts of each
Control Collectors	Around 5	Tell beforehand

- Usually try and use same people to build their experience
- Assign First Aiders beforehand
- Decide if they get a Helper discount – and circulate helper code to them before they enter
- **Always assign team leader for each**.

PRE-EVENT: Getting the equipment

Activity	Equipment	
Event Admin	Tablet/laptop; Izettle; Printer, Powerpack, Hire dibbers, entrant registration sheet, clipboards, float, start lists, final details, map corrections, tents, chairs, tables, First Aid pack. The H&S risk assessment	Start Lists and Registration List available from Pre-Entries
Car Parking	Road signs, signs to arena, pointy hands, fluorescent jackets, bucket for money	
Start	Signs to start, map boxes, red tape, tablet clocks, pegs, clip boards, pens, first aid, stakes, maps, control descriptions, start lists, start banner, blank maps, clear, check and start SI units and spares, start kite, SIAC master units	Start lists from Pre-Entries
Finish	Finish unit, stake and kite, finish banner/arch	

PRE-EVENT: Sorting the Admin

Activity	Required Tasks
Event Admin	• After Entries have closed export the start lists from Pre-Entries. • Liaise with Planner about number of maps needed for each course. • Load the Tablet with the start files also from Pre-Entries. • Allocate Hire Dibbers and Register Competitors on the Tablet. • Print Registration list from Pre-Entries for enquiries team • Charge electronics • Do you need to send any last minute instructions to competitors. • Update any safety notices
Car Parking	Check weather forecast and see if this changes any of your plans
Start	• Export start list from Pre-Entries for use on the start • Export Start Times for competitors from Pre-Entries if thought needed. • Think about clothing dump if adverse weather • If extreme weather consider cancellation/postponement

ON THE DAY: The basic plan

- Brief Team Leaders on locations and issue equipment to them – **Start Team must check all starters**.
- Check car park location.
- Set up the Event Admin centre.
- Check start and finish locations.
- Check with Planner and Controller all control sites are in place and checked.
- Event can start once Controller gives go-ahead
- Keep an eye on results and finish times.
- Get start list back and check off against any missing runners.
- Once all back. Close courses and collect controls.

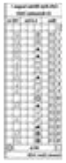
ON THE DAY: Basic Layout

REGISTRATION:

Have start list handy to tick off people as they pay. Tap products required in IZettle app on phone ..ie 1 Adult, 1 Junior to get total fee. Pay using contactless card reader. Give out control descriptions as a receipt. Allocate Hire Dibbers.







Tape route to start

START:

Lay out a start box. Set up the start clocks. Call up clock is silent, start clock on max volume. Set up CLEAR, CHECK and START stakes. Put out map baskets after start stake. Put out Start Triangle. All competitors **MUST** punch CHECK and START boxes.



DOWNLOAD STATION:

Set up SI droid on tablet and attach download station. Switch on printer. All competitors **MUST** punch even if retired. Give printed results to competitor.





Tape route to download

Email results to Webmaster for publishing on the website.

ON THE DAY: Car parking and travel

	What to do	Comments
Local	Mostly only a few cars..care where to park, safety is important, Limited signage.	Its frowned upon for major road signage unless we comply with Traffic Signs regulation 2002 etc!
Regional	As above – Up to 100 cars, Charging ? Bucket collection. You will need car parking team	Brief car park team on basic instructions where things are and last minute changes

ON THE DAY: Event Admin:

	What to do	Comments
Local	All in one place usually, Record entry details - pre marked sheet Take money – have a float Issue control descriptions Issue hire dibbers if using SI Sign for course details	Normally just about get away with 1 person, but better with 2. 1 to do registration etc. And 1 to do starts and finishes and downloads
Regional	As above – but need dedicated registration enquiries desk for entries on days, late payments, course changes etc close to download and results SI team. Tents need erecting? Early team to set up Suggest 2 shifts of volunteers 2 per shift Display blank maps and map corrections Signs to start	Make sure enquiries/registration team have all info..copies of details, spare stuff, latest changes Check on power supplies Get maps and control descriptions from planner

ON THE DAY: Start - adopt standard format

	What to do	Comments
Local	Punching start Need clear, check and start SI units Issue maps Safety check (whistle, cagoule, spare head torch)	Helpful if separate person does this
Regional	Basic 3 minute call up and grid. Maps in boxes after punching start (check they are in correct boxes) 2 start teams – 3-4 people per shift Control descriptions in -2 box, Blank maps in -1 box Need start list to tick off runners Clear and check before grid Safety check as above Firm on last start times! Tape routes to the start	Sometimes you can put maps under boxes. Sometimes have separate lanes for courses to help spot gaps Weather protection for start team. May have clothing dump Start only when Controller says Ok to do so and all courses checked

ON THE DAY: Finish/Downloads/Results:

	What to do	Comments
Local	Set up finish – tape route to download station Set up download unit linked to tablet. The printer is connected by Bluetooth. Results for competitor and results for organiser	Put finish banner next to control Better if with registration & enquiries
Regional	As above Results and download using Tablet/laptop so retains results..Can print out regular updates. Can also use Live results Any major queries of mis-punching – get controller to sort Check for missing competitors	As above Usually requires a skilled team.. Cris Arnold, Steve Jones, Bridget Stein etc are good and experienced. You might need volunteer to watch finish control

POST EVENT TASKS

Task	
Results	Send export of results to Webmaster for publication Send results to BOF for the Ranking Points If using Sportident App – send the Race Centre link to Webmaster so the live results are available Publish ,maps and courses to Sportident Race Centre for post race analysis Export file from App and send maps and course files for Routegadget Publication
Budget	Complete and pay all expenses and send receipts and expense claims to Treasurer
Thank You	Send Thank You messages to volunteers, landowners and any other relevant parties. Also using Pre-Entries bulk email, you can email competitors with links to results
Feedback	Pass any feedback on review form to Fixtures Officer for any learning or map revisions

Thanks

I want to put this and helpful templates etc. on the website once we have it updated so it’s a resource for organisers – avoid re-inventing the wheel