

Maroc Organiser's Manual, September 2022

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The Organiser is responsible for organisational aspects of an event up to the point where a competitor starts their race and from when they finish. These include the following:

- Land access and permissions (normally done in advance by the Access Officer)
- Car parking
- Risk assessment and safety
- Publicity
- Event systems (the workings and process of the event)
- Event facilities (the physical requirements for the event)
- Eligibility & entries
- Helpers

Although the Organiser has overall responsibility for these aspects there are other Maroc officials who undertake some of these duties, some can be delegated and there are plenty of club members to ask for help.

Don't be put off by the size of this manual. We have put together a logical and readable checklist of what to think about and do for a successful event. Once you start the organising process everything will fit into place. Enjoy your organising!



The MAROC Events for which these notes are specifically compiled are:

Local (D) Events: Small events that allow participants to orienteer locally.

- Typically, 30 to 60 participants run between one and five courses.
- Electronic timing is used and results are published promptly.
- Number of controls: 10 to 25.
- No Controller required, **the Organiser may also be the Planner**
- MAROC examples: Deeside Night Cup, Forest Sprint Series, Small 'Colour Coded' events
- Expected attendees: MAROC and GRAMP

Regional (C) Events: Larger events that allow participants to orienteer at a wider variety of venues and against more varied competitors, but without requiring great travelling distances.

- Typically, 70 to 150 participants run seven colour coded courses, White to Brown.
- Electronic timing is used and results are published promptly.
- There are three event officials; a Planner, Organiser and Controller.
- British Orienteering ranking points are awarded.
- Expected attendees: MAROC and GRAMP plus INVOC, MOR, TAY, FVO for example.

2. Organiser's Timeline:

As soon as the area for the event is known, at least 6 weeks prior to the event

- Check with Access Officer that permission has been granted and for what area. Ask for the Forest Information Sheet and find out what parking arrangements have been before. Ask if there are any limitations such as grazing animals on the car parking area.
- Visit the area and plan how the parking will work, where registration and download will be, what the route will be to the start and back from the finish. Liaise with the Planner on locations of start and finish.
- If inside accommodation is available nearby then consider its use, particularly for winter events.
- Ask the Access Officer to assist in obtaining permission for a parking area if this has not already been included.
- Undertake a preliminary risk assessment. Consider flows of vehicles and pedestrians and how they can be separated if possible. Ask the Planner to check for mobile phone reception while out in the forest.
- Check that the Fixtures Secretary has registered the event with British Orienteering and that it therefore appears on the SOA calendar of events.
- Send some pre-event information to the Webmaster (or other person with web access) to update the Maroc website and attract interest. This might be a little information about the area, how many courses there will be and when entries will open.
- Think about any key helpers you will need and get them lined up. For example, if you are not familiar with the SI timing setup contact the Computing Officer. Who will be the first aider? Ask for help early!
- Consider whether toilets need to be provided. This is not usually the case for Local or Regional events where information on the nearest public facilities should be in the event details.
- Attend the eLearning Event Safety course on British Orienteering website if not already done so (1 hour).

Between 6 and 2 weeks prior to the event

- Make a first draft of the Risk Assessment by completing the form from the Club Toolkit on the SOA website. Circulate to Planner and Controller for comment.

- For a C event, as soon as the Planner can provide you with provisional course lengths, contact Fabian4 or SIEntries and get entries live on their website. Entry deadline a week before the event. Check entry fees with Treasurer. (D events will use entry on the day, either by dibber or by manual entry)
- Send the Webmaster (or other person with web access) all the information about the event for upload. Use the standard subject headings and look at previous events for guidance:
 - Directions/ Car parking
 - Registration and start times
 - Course information including details such as map scale, use of SIAC, landowner's requirements, safety issues
 - Entry Details – how to enter and by when. Any entry on the day?
 - Facilities – nearest toilets?
 - Dogs – any restrictions?
 - Officials' names
- Plan how many helpers you will need. See below for example of helpers' rota.
- Plan what signage you will need.
- Visit the Maroc equipment shed and familiarise yourself with the equipment that you will need, particularly if you haven't been there before.

One week before the event.

- Agree with the Planner how many maps should be printed allowing some for entry on the day (generally an extra 10%). Produce a table showing how many spare maps there are for each course so that these can be ticked off when doing entries on the day. Those who have pre-entered expect there to be a map left for them!
- Get the Maroc computer from the Computing Officer and set up the event using the XML file from the Planner. There are separate instructions for this on the website. Import the pre-entries.
- Send out an email to marocscotland@googlegroups.com asking for helpers.
- Visit the area to check that everything is as it should be. Liaise with the Planner and Controller on start layout. D and C events do not have start clocks and fixed start times. At C events maps are put out in boxes at the

start and a start official keeps runners on the same course about 2 minutes apart. White and Yellow maps are issued at registration.

- Complete a final draft of the Risk Assessment. This should then be sent to the club Safety Officer for checking and signing – e-signature OK. For C events this should be signed off by the Controller. Print a hard copy and have it at the event.
- Think about who will be on registration and ask them to get the Square payments app on their phone. The Treasurer can help with the login. If mobile signal is poor, then cash will be required. Put this in the details on the website. Prepare a cash float.
- Schedule helpers' rota and email out to the club. See below for example duty rota. Request that helpers arrive in good time. Ideally no one should have to do a job for much more than an hour, and should therefore be able to have an early or late run. Try to avoid giving yourself a job as you will be the trouble shooter. Ask for help with control collecting if this is not covered yet. Remember to schedule people to help tidy up as well as set up. Make sure there are enough helpers to deal with anyone new who comes needing extra guidance.
- Collect all required kit from the Maroc Shed – see list below.
- Make any new signs or notices to deal with unusual or last-minute issues arising such as map corrections or warning about high water levels in streams.
- Ensure that you know who is going to be posting the results on the website immediately they become available after the event.

On the day.

- Arrive early to set up.
- Erect road signs for parking, crossing points and 'Caution Runner' signs.
- Erect all other signs to registration, start, download etc. Tape the route to the start and if necessary, back from the finish.
- Put up one or two tents as required. One computer is generally sufficient for less than 100 people but check with the Computing Officer if more are expected. Provide tables and chairs for helpers.
- Set up the computer
- Give helpers their instructions and issue with high viz if directing traffic.
- ENJOY THE EVENT!

- Run a check on SI to make sure everyone has returned from the forest. Interrogate the Start unit in case those who entered never started.
- If someone is late or missing keep people around who can help with a search. Never be alone with runners still out in the forest – best to pre-designate a ‘buddy’ for this, particularly for Night Events.
- Resolve any issues with the results. The Planner and Controller will help with this at a C event.
- Pack everything up. Remember to remove all tapes and signs. Do a litter sweep of the car park.
- Send the results file (as HTML) to the Webmaster (or equivalent) for posting on the website. Also send the results to the Results Secretary as a .csv file. This should be done well within 24 hours of the event’s completion.

Immediately after the event

- Return all kit to the Maroc Shed and the Computing Officer. Ensure tents, tapes etc. are all dry.
- Give feedback to the Access Officer for updating the Forest Information sheet.

3. Equipment Needed for the Event

As a guide, this is the equipment you will need from the Maroc shed for a C event.

- tent(s)
- table(s) and chairs
- signs – a minimum of ‘Orienteering’, start and download direction signs
- tapes – reuse if possible
- stationery
- first aid kit
- grab bag with emergency equipment
- map boxes (usually 5 for a C event, labelled with course colour)
- start and finish banners
- electric fence posts and tape if fencing off areas
- high-viz jackets

4. Example of Helpers’ Duty Rota

Helper’s Rota. A Forest Regional (C) Event 1st April 2022		
Please come prepared with sun cream, midge repellent, clothing, chair as appropriate. Please be punctual. High viz vests available from the Organiser.		
Setting up	0830 - 1030	Fred (Organiser) Mary
Waking up controls	0830 - 1000	Planner Controller
Registration	1030 – 1130 1130 – 1245	Jim and Janet Elijah and Jemima
Road crossing marshals	1000 – 1100 1100 – 1200 1200 – 1300 1400 – 1500	Charlie Maggie Simon Bethany
Start (starts from 1100 ‘til 1300)	1045 – 1145 1145 - 1300	Rudolph Walter
Download	1115 – 1230 1230 – 1400 1400 - 1500	Prudence and Hope Felicity and Faith Mary and Fred
Packing/ tidying up	1400 - 1530	Janet and Fred
Control collecting	1430ish - 1530	6 people ideal including Planner.

5. Further, more detailed, notes and advice on Event Organisation can be found at:

1. **British Orienteering Resource Library.** Available on the BO Website: Get Involved>Organising and Planning Events>Resource Library>Checklists.
2. **Scottish Orienteering Association Club Toolkit:** [Club Toolkit | Scottish Orienteering Association \(scottish-orienteeing.org\)](#) (Development > Club Toolkit > Staging Events)
 - Complete Organisers Checklist

Club officials can be contacted at:

Event Access Officer: access@marocscotland.org.uk

Mapping Officer: mapping@marocscotland.org.uk

Safety Officer: safety@marocscotland.org.uk

Treasurer: treasurer@marocscotland.org.uk

Computing Officer: computing@marocscotland.org.uk

Webmaster: webmaster@marocscotland.org.uk

Results Secretary: Andy Tivendale

Compiled by Sue Barrie and other Maroc Members.

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