

Instructions for Event Officials

Instructions for Event Officials (events coordinator, treasurer, planner, controller, organiser). This document is also available as a downloadable .pdf file.

Introduction

This information is intended as a guide for a typical Maroc Level C event (district colour coded event). Some aspects are simplified for Level D (local) events, Night-O's and forest sprints, but the same overall process should be followed. If you haven't assisted at prior events, try to do so (especially on registration/download) at an event before you volunteer as an event official.

Further information is available on the Scottish Orienteering website under "Information sources for Event Officials". National events (Level A and B) have more detailed guidelines, such as the Major Events Handbook on the British Orienteering website.

The Events Co-ordinator will:

- Get permission/liase with landowner
- Register the event with British Orienteering/SOA
- Provide "forest fact sheet"
- Provide initial information for event officials

The Treasurer will:

- Pay the event competitor fees cash takings into the Maroc bank account. If easier, the organiser might pay in the takings directly by online banking
- Pay expenses claims submitted by event officials (e.g. Controller from outside the area who was required to make significant car journeys for controlling the event)
- Pay the BOF event levy invoice (attendees are submitted online by the Maroc results coordinator)
- Pay other event expenses - map printing, landowner access charges, event centre fee if a building rental was arranged etc

The Planner will:

- Plan the courses using Condes and by visiting the event area, tagging the proposed control sites, reviewing the courses and control location suitability and accuracy with the controller
- Check available control units, kites, route taping etc.
- Get appropriate numbers of maps printed for each course, including several blank maps, all-controls maps and loose control descriptions if needed

- Draft the event risk assessment and review Risk Assessment details with the controller
- Put out all controls with kites, including start and finish units, start & finish banners or any taped routes. Coordinate with the organiser to have maps and loose control descriptions at registration and/or at the start. Ensure that any road crossings have been correctly marked and marshalled by the organiser
- Alert the Planner and Controller about any last-minute issues, such as water levels in streams or recent windblow
- Collect all controls, kites and taped routes after the event

The Controller will:

- Ensure courses adhere to British Orienteering Rules and Guidelines, including supporting the Planner with a review of the proposed courses
- Visit all control sites when tagged by the planner, to check suitability, hazards and map accuracy
- Ensure the event is as safe as possible – review & approve the risk assessment before the event starts. Alert the Planner and Organiser about any specific concerns
- Ensure organisation of event follows British Orienteering Rules and Guidelines
- Consider complaints and issues at the event (e.g. disqualifications etc)

The Organiser will:

EVENT MINUS 8-6 WEEKS

- Confirm with Club Event Co-ordinator that permission for the event has been secured, whether there are any conditions (e.g. no dogs) and that the event has been registered
- Request a copy of Forest Factsheet from the Event Coordinator
- Consult with Planner on locations for start, finish, assembly and parking. Consider direction of approach to and safe access into parking
- Car parking frequently requires special permission from farmer/or landowner so obtain this if necessary. Contact details in Forest Factsheets. It might be appropriate to give a bottle of whisky/wine to the farmer (check the Forest Factsheet for precedents)

Note: All Level C and D events in Maroc use EMIT electronic timing combined with OE2010 software on laptops to facilitate production of results. Guidance notes for setting up, running and producing the results for an event using OE2010 are available as short video clips on the laptop. They are also available in the resources section of the MAROC website [here](#).

EVENT MINUS 4-2 WEEKS

- Send event details to MAROC Webmaster for display on Maroc website. See existing event details on website for format - please follow this format to avoid webmaster rework. Send in before the previous event is held (to keep website current). Include Early Email Entry instructions if using
- Consider whether further publicity is required (e.g. local press, posters in towns)
- Arrange to use Emit equipment and laptops. Liaise with Emit equipment keeper, to arrange loan from other clubs if necessary
- Confirm car parking arrangements if not already done

- Confirm sites for Start and Finish with Planner and Controller. Confirm whether Planner will collect and place start and finish controls
- Complete BOF Risk Assessment Form. Consult with Planner re hazards etc and review with Controller. While a previous version may be available with Forest Factsheet you should prepare a fresh version for your event using the Risk Assessment Template. Some landowners ask for a copy
- Check over the competitor rescue plan and grab bag
- Begin contacting club members to establish Duty Rota Template. Up to date membership list available from Membership Secretary. If possible, try to approach people directly to request assistance – this gives a better response than a blanket email

EVENT MINUS 1 WEEK

- Send out duty rotas to all helpers. Be specific about when you require people to arrive. All helpers should have time to run – but you won't!
- Collect necessary equipment. Buy small items if necessary e.g. stationery, cups. See the Equipment Checklist
- Prepare event administration stationery, registration stubs etc. Remember you'll need a float of change for registration (assume the first few competitors bring £20 notes!)
- Establish exactly where you're going to put road signs – if event details say "Direction signs from intersection of A93 &..." ensure the signs start there!
- Collect any keys required for gates or arrange access (e.g. reminder farmer or ranger to leave gates open)
- Confirm all is well with Planner and Controller & that Planner has control descriptions copied in sufficient numbers. Request Condes file to export routes to OE2010 on club laptop
- Collect Emit kit and laptops ready to setup the event in advance following the [MAROC Computing Guide](#) on the website or instructions with the PC. If you are not confident about this process - arrange another helper to do this
- Issue an email to all Maroc members giving course details and asking for Early Email Entries. Instructions for this are also included in the [MAROC Computing Guide](#). Let Maroc Webmaster know if entries should be forwarded to your personal email account or the maroc.event.pc@gmail.com account

EVENT MINUS 1 DAY

- Count Emit bricks and confirm numbers in the notebooks
- Charge Emit printer (instructions say 4 hours)
- Charge laptops and powerpack
- Set up event in OE2010 on laptop and test working (if not already done)
- If using Early Email Entry, check appropriate email account, enter entrants and print two copies of the start list
- Prepare Map List and mark off maps reserved by EEE
- If providing water (generally only for remote locations when hot weather is forecast), sterilise water containers (Milton sterilising tablets) and fill

EVENT DAY

- Put up road signs on the way to parking/assembly area
- Brief helpers on any safety & environmental issues
- Arrive early to set up tent, registration, start and finish banners and any tapes/signs required. The Planner and Controller are likely to be there early putting out last controls etc.
- If providing, put water containers, cups and rubbish bag at finish (or as close as possible if not close to the assembly area)
- Check helpers on registration are aware of process, (Instructions for Registration and Download)
 1. annotate entries for individuals being shadowed, in pairs etc
 2. brikkes only to be used once
 3. use registration stubs as manual back-up
- Be available to deal with issues. Refer any complaints or concerns such as disqualifications due to mispunch to the Controller
- Produce summary results and back-up prior to shutting down laptops at the end of the event

AFTER THE EVENT

- Dismantle all kit including start and finish and all tapes/notices. Ensure the assembly and parking areas are tidy and free of litter
- Recover road signs etc. as leaving
- Return clean dry kit to equipment store (ensure tent is dry before returning)
- Pass cash, less any costs, to the Treasurer (may be simpler to retain cash and send a cheque!) along with the number of adults & juniors on each course split by BOF members, non-members and non-paying participants using the Participants Report (note the need for non-payers on page 2). Non-paying participants includes shadows, members of family groups and officials etc. (can be estimated). Save a copy of this report with the results and scanned copies of any Maroc Entry Forms in the event folder on the Maroc PC
- Send PDF results to MAROC Webmaster for loading to website
- Load event to Routegadget (See the [RouteGadget website](#) for user guides and tutorials).
- Send a .csv file of results to the Results Secretaries
- Update forest factsheet with any changes (including event date etc.) and return to Events Coordinator with the risk assessment, Participants Report, any Maroc Entry Forms and any comments on this manual