SROC Event Handbook – Reference Section

This section of the handbook has been compiled to provide a reference for the Organiser or Planner of an event to browse. It is not intended to be read cover-to-cover but to help expand on areas mentioned on the event checklist. If after reading the relevant section this still provides insufficient information, then a contact list at the back of this section provides the names and numbers of members who may be able to help.

Any shortcomings or errors should be reported back to the Volunteer Manager.

Event Officials

The Organiser and Planner are asked to help the club put an enjoyable, safe and successful event which encourages those taking part to go orienteering again, and ensures the same area can be used for further events.

There are three roles to event organising, they each can be done as an individual or shared. It helps if each knows what is expected of the other and typically this is achieved by good communication between all three.

The Organiser

The Organiser role covers getting competitors to come to the event, managing them up to the moment they start competing, checking that they return, and then managing them from the time they finish until leaving the car park. While the Organiser oversees all this, he/she is not expected to achieve this alone but is expected to co-ordinate activities and delegate. Many club members are willing to help on the day and before, they just need to be asked nicely.

The Planner

The Planner is responsible for the competitor from the start line to the finish line. The courses he/she plans should be to the necessary technical standards such that the competitor feels either mentally or physically challenged and preferably both. These courses need to be planned to minimise any unacceptable risks.

The Controller

The Controller's involvement is one of competitor assurance in as much as the competitors' safety is considered, the competition fair, and the BOF rules followed. A Controller is usually only assigned to events of District level or above and above District level this will be an orienteer outside the club.

Controllers operate in many different ways but whether you are the Planner or Organiser it is best to keep the Controller informed as the event evolves and respond to any questions/advice offered.

Contents

Event Safety

This safety policy shall apply to all events organised by SROC, unless other procedures are adopted, eg very large events, or particularly high risk (eg terrain, time of year) events. Note especially the guidelines written by Glenys Ferguson for the Whitbarrow National event 2007 Appendix A (large event, hazardous terrain)

There are standard BOF risk assessments which should be completed by the Organiser and Planner. These may be obtained from the BO web site:-
http://www.britishorienteering.org.uk/forms/riskassessment.pdf
Some landowner's (FC & NT) may require issuing with these whilst others may not. It should be considered best practice to complete them so in the event of an incident you can demonstrate that you have acted responsibly.

This safety policy is based upon the BO rules and guidelines on the web-site:
www.britishorienteering.org

1. All pre-event literature, both paper and electronic, shall contain the statement:
"ALL COMPETITORS TAKE PART IN THIS EVENT AT THEIR OWN RISK
AND ARE RESPONSIBLE FOR THEIR OWN SAFETY".

2. All overprinted maps and control description sheets shall contain the statement:
"YOU MUST REPORT TO DOWNLOAD EVEN IF YOU RETIRE."

3. Registration cards shall contain a section for the car registration number, telephone no. and the question – did you come to this event alone? Lone competitors should be invited in the on-the-day details to leave car keys at Registration to ensure they report back.

4. **The risk assessment for the event** will help determine what level of 1st aid cover is required. The number of competitors and their likely experience are other factors to consider. Guidance in the event file on previous safety issues will help to inform too. In the absence of specific high risks being identified the following is recommended:
a) **Grade C4 and C5 Events:** At these events a First Aid Box shall be made available at Enquiries with an appropriate 1st Aid Sign. A notice shall be fixed to the first aid box informing: "NO QUALIFIED FIRST-AIDER IS AVAILABLE – THIS BOX IS FOR INDIVIDUAL USE." In addition the ADDRESS and TELEPHONE NUMBER of the nearest ACCIDENT AND EMERGENCY HOSPITAL to the event shall be displayed.
Where it is considered that an SROC 1st Aider should be present (ie higher risk factors) the Organiser can obtain a list of same from the Volunteer Manager.
b) **Grade C3 and C2 Events:** The Organiser shall arrange for St. Johns to be present throughout the Event. Their fee is likely to be in excess of £150 – contact details are best obtained from the web or the Volunteer Manager.
c) For events in high and exposed terrain notifying Mountain Rescue of the event is advisable.
d) Whichever of the above applies, then this shall be publicised in the pre-event information.

5. The Organiser and the Planner should make a definite arrangement before the event to recruit helpers who are willing to stay behind at the end of an event should a search become necessary. (These are likely to be the control-collection volunteers.). They should bring a mobile phone if possible.

6. The Organiser shall satisfy himself that an efficient arrangement is in place to check people out of the forest, either electronically or by the use of control card stubs. For overprinted courses, a set of overprinted maps should be present at Download. For master-map courses, the master-maps should always be transferred to Download once the last competitor has started his course. Should a competitor be identified as overdue, then the Organiser should refer to BOF Rules Appendix E 3.4 (copy attached) as to how to proceed.

7. Any decision regarding the cancellation or curtailment of an event shall be made following consultations between the Organiser, Planner and Controller.

8. The Planner shall identify any **particularly** hazardous features within the terrain that maybe concealed from competitors e.g. mine-shafts, deep marshes, hidden cliffs concealed by vegetation. They should be marked on the ground with yellow-and black tape. Their presence should be publicised in the pre-event literature. They need not be specifically identified (other than as part of the normal operation of mapping) on the map.

9. At all events the Organiser should find out if mobile phones are likely to work – either by going to site and by looking at the event file. Unless there is no reception at all, helpers should be encouraged to bring their own mobiles to aid communication in case of an emergency. Key officials, who are not situated together, should exchange mobile phone numbers.

10. SROC has a number of two-way radios – these are very useful in many of our areas eg between start and Registration and should be used at all events to help communications, particularly ref safety.

11. Clothing. The Rules provide for full body cover, but exceptions can be made in completely open terrain. If shorts are to be allowed a notice should be put up. On the other hand, extreme weather conditions and/or exposed terrain may require cagoules to be worn or carried, and advance notice of this possibility should be given.

12. Whistles. For most SROC events carrying a whistle is advisable but not compulsory – but depending on the risk assessment the Organiser can decide whether to enforce "No whistle, no go". If so, this should be clearly indicated to competitors in the pre event and on the day details. Whistles should be available for purchase in the assembly area if traders are not present. This can be done at Registration.

13. Manning the Finish – simple events in relatively low risk terrain, where the finish is relatively close to the Registration/car park do not have to have a manned finish. Conversely, in higher risk terrain, in winter conditions further away, finishes should be manned for injured competitors to be reported to (remember mobile phones/radios).

Event Controlling

For District events and above a Controller is assigned to each event. All Controllers have received some degree of training to be a Controller and most have many years experience of orienteering. For District events, the Controller may come from your club. For bigger events, the Controller will come from a different club.

The Controller is there to help ensure a successful event, however his involvement is primarily to ensure a safe event for the competitors that is fair and follows the BO rules and guidelines. They operate in many different ways but whether you are the Planner or Organiser it is best to keep the Controller informed as the event evolves and respond to any questions/advice offered. Remember:-
> - The Controller shall be responsible for confirming that the event is organised fairly and in accordance with BO Rules
> - The Controller may require the Organiser to cancel the event if necessary
> - The Controller's decision in all matters shall be final

To this end the Controller will probably look at the following:-
- Adequate and accurate information published prior to the event
- Appropriate permissions agreed with landowners etc well in advance of the event
- Adequate road signs to guide competitors to the car park from well defined attack points
- Suitable car parking arrangements for the expected number of competitors
- Adequate registration facilities with each clearly marked.
- Safe and well marked route from car park to start and from the finish back.
- Safe and appropriate courses
- A formal signed Risk assessment
- Provision of first aid
- Results published within 2 weeks of event with appropriate standards identified.

Event Equipment

Requesting Equipment
Electronic (MS Excel workbook) for both planner and organiser are available from the club website at http://www.sroc.org/menu4/pg6.htm or hard copies can be requested from the EO (Equipment Officer). This helps to ensure that the correct equipment is available and obtained

SportIdent Equipment
All SI electronic punching equipment is held separately, by the SI Officer. Requests for SI control boxes, hire SI cards, computing equipment and portable electricity supply equipment should be directed to him at the same time as requesting kit from the EO.

Special Requirements
Agree the special equipment requirements (if any) with the EO well in advance, with special reference to specific signs, map case sizes and stiles. Map cases that are different from A4 can take 6 weeks on special order.

Collection and Transportation
- Equipment is stored at a remote location, not at EO's residence. Therefore a mutually acceptable rendezvous is required to pass on the equipment. To avoid complications this is preferable two weeks prior to the event.

- If stiles are required please consider how these are to be transported from the equipment store to the event.
- For larger events, such as Regional and National, team leaders could be delegated to collect their own equipment as requirements will probably be too great for the Organiser alone to transport. Alternatively van hire could be considered (MDOC use this system).

Care and Management of Equipment
The Club equipment belongs to all club members and therefore should be well cared for as replacement has a cost implication for the membership.

When in use it is the responsibility of the Organiser/Planner to look after it and report any losses or damage to the EO

Signs:
- It is more cost effective if "one off "signs peculiar to a specific event are produced on paper and sealed in a plastic bag. They can then be stuck or taped to a board or correx without rendering expensive correx useless for future use.
- Existing signs on correx are designed to have a blank reverse side. This avoids any confusion. **Please do not use the reverse of existing signs to create emergency signs**. This can render expensive and important signs virtually useless and unattractive.
  Blank correx will be supplied to all Organisers for the creation of 'one-off, on-the-day' signs.

Return of Equipment
Contact EO to arrange mutually convenient return of equipment
- Clean and dry where possible and ideally packaged as supplied to aid storage and future distribution.
- If asked to pass equipment on rather than returning to EO, please inform the EO before doing so.
- All losses and damage to be reported to ensure that necessary items are always available

New or additional equipment
If there is a need for equipment to be purchased, modified, manufactured or disposed of, please contact the EO to avoid duplication, unnecessary expenditure and possible storage implications.

Event Finance
Events will have their entry fees set by the Treasurer, in consultation with the committee, particularly the Events Secretary. Event fees are normally set around October, for the following year, to take account of levy changes and Club finances.
Particularly high costs need to be taken into account eg access charges, charges for facilities (buildings, caretakers), and passed on to the competitors. If such charges arise during the course of the Organisers work, this should be raised with the Treasurer for advice.

Financial tasks of the Organiser include:-
1. Get float for Registration Team. This will cover the hired e cards too – you do not need to keep this money separate. The float needs to be much larger than you might think! Suggest:- £10 x 2, £5 x 4, £1 x 25, 50p x 10.
   Remember to take this float out at the end of the day!

2. Car park fees – float for this (£10 x 1, £5 x 2, £1 x 15) – arrange with Car Parking team, pay farmer on day after removal of float (hand the cash over).
3. **The Club policy is for helpers to get half price entries (incl half the family if applicable and junior rates). You need to remind the Registration Team.**
4. Payment of First Aid service (if any), toilet hire co., room hire or pass on to Treasurer.
5. A simple statement of total Income and Expenditure paid out of event cash (attach receipts where possible) or to be paid (attach invoices or instructions) is all that is required after the event. This should be sent to the Treasurer, together with the BOF levy form - the Treasurer will pay this. There is an NWOA levy to be paid on Regional events – again the Treasurer will deal with this.
6. The Organiser, Planner and helpers should claim for any expenditure they incur, including stamps, telephone calls, mileage (usually Organiser and Planner only, currently 15p per mile), photo copying etc. The Organiser should show their expenses on the statement and take it out of event income. Others should claim it from the Treasurer. Controller's expenses?

Publicity And Event Information

The Organiser should provide the Publicity Officer with a copy of the event flyer no later than 1 month before the event. The Publicity Officer may request limited information earlier. The Organiser should liaise with the Publicity Officer as to the publicity requirement (Local events will be given priority). The Organiser should produce the flyers to events, but can request help from the Publicity Officer if required

  The Publicity Officer will produce all other publicity material eg Newcomer friendly information, and advertise the event as appropriate. The Publicity officer may request further assistance from the.Organiser

The Club Fixtures Secretary registers the Event with BOF through the Regional Fixtures Secretary. This ensures that the event is insured and will be publicised by appearing in the BOF National Fixtures List, on the BOF website, in *Compass Sport* magazine and in the *NorthWest Fixtures lists.* At the time of registration the grid reference of the car park may not be defined. As soon as it is the Organiser should update the information with the fixtures secretary.
Many existing orienteers use the internet to keep abreast of events; it is well worth checking that these sites correctly advertise your event.

In addition, it is the Organiser's responsibility to produce handouts, 'flyers', for distribution at other events during the run-up to the Event. Appendix B provides some model examples, the flyer should contain the following information:-

Event Flyer Information
Club Logo
Date
Event Type   District/Regional/…
Venue
Organising Club   SROC

Car Park	Grid reference, travel directions (including where 'O' signed from), fee, any special conditions, public transport.
Map	Scale, whether a new map. Small piece of map?
Terrain	Type, whether a new area to orienteering.
Courses	List all courses (including string), check with Planner and get these right, discrepancies cause problems later, suitable for beginners?
Punching Type	SI or Manual
Starts	Normally 10.30 - 12.30
Registration	EOD only / time (normally 10 – 12) / Pre-entry via website?/ Closing date
Fees	Seniors / Juniors (under 21) / String free? / EOD fee when pre-entries Remember to include the BOF member discount. *SI card hire (50p)*
Closing date pre-entries	*Internet/Postal*
Facilities	First aid / Toilets / Traders?
Dogs	Clarify the situation regarding dogs in the area/car park. If in doubt state "No dogs"
Officials	Organiser + phone number + e-mail/ Planner / Controller
Risk	"All competitors take part at their own risk and are responsible for their own safety"
Updates/Cancellation?	Check club website www.sroc.org

Defining this information may take some time as you may need to consult with other members of the club before some of the info can be set, e.g. closing dates require consultation with the Planner to define the lead time for map production.

Signs to the Event

Signs need to be in place in good time for the benefit of helpers and early competitors. If this job is delegated by the Organiser, the Organiser must exactly specify what signs are to go where. These must be as clear as possible from the point(s) specified in the pre-event details and placed such that they give good advanced warning of a turn. Ideally they should not be attached to any highway direction signs and must not obscure existing signage.

Items to consider:-
Care must be taken in an urban setting where signs may not be as clear and numerous options in terms of other turns exist.
If placed out the night before, a check should be made to see if they are still in place in the morning.
Consider the need for 'SLOW' or 'Warning MUD on Road'
The person who put the signs out should also collect the signs in order to ensure all are removed as soon after the event as possible.
The use of nylon ties makes for an easier and more secure fixing whether to a post or stake.

Parking

The ability to park cars usually determines where the assembly is sited and how the competition area can be accessed. For this reason it needs to be identified in the early days of preparation.

The Organiser needs to have an estimate of how many competitors to expect at the event. There is no magic formula that defines this but the following usually gets used:-
1. Historical results for the area. Is it an interesting or well regarded area?
2. Is there another event taking place locally/nationally?
3. Discussion with the club elders, usually the chairman.

From these an estimate can be made as to the numbers to expect and therefore space for this number of cars:-
- Cater for 1 car per two competitors.
- When calculating the number of cars an area will hold, allow a space about 6m by 3m per car plus a space of 10m between rows. This may need adjusting according to the conditions.
- For linear parking along a track etc. allow 6m per car and leave spaces for turning/passing.

Aspects to consider:-
- Is the turn in to the car park safe, should it be approached and left from one direction only?
- Does a one way system need to operate such that competitors must arrive by a certain time and no-one leave until after that time?
- Will any locals be effected that should be warned?
- Can larger vehicles such as minibuses and motorhomes access the car park in terms of width of gates, height, turning circles and traction. They may need to be allocated a defined area.
- Reserve sufficient area for Enquiries, Registration, first aid, traders, toilets, string course, club tents and maybe the start/finish.
- Can the vehicles leave as easily as they can enter? Is it a downhill exit? Are there areas that should not be used if it is wet?
- If money is to be collected or registration forms and details given out, can this be done such that traffic does not queue on to the public road?
- Should the police be consulted? Maybe just to provide SLOW signs. Will significant mud be spilt on to the road that needs a sign?
- How will competitors get to/from the start and finish? Try and keep cars and people apart as much as possible.
- What fall back plan have you got in case the car park is unusable on the day due to rain etc? Maybe it can still be used but assistance or matting used. Can a farmer be on-hand to assist?

On the Day

Delegate the task of parking to someone else who can organise and brief the team. Early discussions with this team leader could include the following:-
- Make sure the marshals arrive in plenty of time - people turn up well over an hour before first starts - even earlier if there is a long walk to the start, or it has been indicated that late arrivals will have to park further away.
- Make sure there are sufficient car park marshals and that they can be clearly identified (bright waistcoats, big finger pointers etc).

- Try and ensure that all marshals involved are familiar with event details such as where is Registration/toilets, how much are entries, how far and where the start and finish are located, whether whistles/cagoules are compulsory.
- Make sure the entrance to a field will not rapidly become impassable in the wet. If there is any danger of this use car mats and have bales of straw ready. Put this down the minute there is any hint of future problems.
- If parking is tight plan it out very carefully in advance, mark lanes and pack cars as compactly as possible.
- If you anticipate a large number of cars split the cars on entry so that there are two or more queues being parked simultaneously, this will speed up traffic flow at the entrance.
- If money is being collected for parking ensure a sign prior to collection, provide sufficient float for change and make the collection point away from public roads to prevent a queue on to that road. This is a good opportunity to handout any final information and registration forms if EOD.

Assembly Area

The location of the assembly area is often dictated by the car park arrangement. The Organiser is responsible for decisions and identification of both. An assessment of the best option for proximity to car park or to finish and the space required must be made. Proximity to car park is more common but for certain events, like National, British, JK etc the finish in assembly may be dictated to the Organiser by the Controller or others.

Usually the area has been used before and issue of parking cars and access to the area addressed. Care should be taken to assess the expected size of the event and whether previous arrangements will suffice. Even if they would, changes in circumstances such as land ownership may mean that alternatives need to be identified. Discussions with the Land Access Officer may be helpful. The Local Area File should provide much of this information if it has been updated.

The Organiser should research, negotiate and decide on the assembly area as soon as sufficient information on the event is available. This can vary from a year or more to as little as 3 months. Assembly area decisions should be made in consultation with the car park, results/SI & start team leaders, the Planner and Controller.

The assembly area normally contains:-
- Enquiries, Help Desk & Publicity
- Registration
- Signs to the start and finish.
- Toilets
- Traders such as Compasspoint and Wilfs
- First aid
- Download
- Results
- String Course

- Club tents may be used if Assembly is some distance from the car park.
- Assembly may need to accommodate spectator controls (Rare).
- Some events may also require an area for presentations (Rare).

The Organiser should have a plan as to how these will be arranged. Ideally they should be in a compact area and not spread out. The Registration / Enquiries / down load / results is the core of the assembly and should be located with access from the car park and from the finish in mind. Everything else can then be fitted in and around but the portaloos need to be conveniently located both for competitors and in agreement with the supplier for access.

Download

The position of Download is important, competitors finishing ideally need to download as soon as they finish. If this is not possible and a walk back from the finish is required then competitors should be made to pass download before they can reach assembly or the car park. In this way competitors cannot forget to download that could result in a 'missing competitor' incident later in the day. People new to the sport may also not be familiar with this procedure. Secondary to this is the need for registration information to be added to the computer of entry on the day information, the distance between the two should ideally be small.

Due to the use of computers etc, download needs dry accommodation. Consideration should also be given to accommodation with a mains power supply. Options for download should be sought in this order, best first:

1. An existing building with mains power
2. An existing building, no mains power
3. Suitable mobile accommodation e.g. LOC caravan, SROC member's camper van
4. Less suitable mobile accommodation e.g. SROC member's car
5. Club tent. Note that a tent is unsuitable if the weather is inclement. Electricity and water do not mix well!

Enquiries

Depending on the size of the event can take on one or many guises:-

1. As an area of general enquiries which may include a car key deposit or other safety system.
2. It can be used for hiring out dibbers, although another point in Registration may be more convenient.
3. As a help desk for newcomers to the sport and they need help in doing their first event. In this role, a copy of the white and yellow maps should be available.
4. Promotional material and future event information can be held here.

If providing help to beginners and/or dibber hire, then more than one person should be on hand to help with this during the first few hours.

For small, local, entry on the day events, Officials cars may be adequate. Sometimes there may be indoor facilities that can be used. The club has two tents; either or both may be required. In the case of National events etc it may be necessary to hire additional tentage.

In addition to tents the assembly area may require stakes, tape, canes, signs, first aid kit and the club banner from the equipment officer.

For major events it is useful to have a dedicated assembly official to see that everything is done and positioned correctly. Otherwise all helpers are associated with their function team eg enquiries. See notes on the specific functions within assembly for advice on the number of helpers required.

Signs to the event are usually related to the car park function and /or Organiser.

Event Entries & Registration

District Events

For District events and below, entries are usually taken on the day via Registration. This can be done in a number of ways but the following has been found to work. This assumes using pre-printed maps and a punching start.

Following discussion with the SI co-ordinator agree a registration card that contains all the information relevant to the results and the event. There is a standard registration card which should be adequate for 99% of events. It may be downloaded from the website or obtained from the SI officer. This can be given out to people as they arrive at the event along with any final event details (if needed) and any car parking fee being collected, one registration card per competitor.

A list of all the courses details should be prominently displayed along with an offer of help and dibber hire at Enquiries.

People requiring to hire a dibber, usual charge 50p, should go to Enquiries first where they can collect the dibber, the number for which can be recorded on their registration card and the registration card marked accordingly.

Registration needs to be large enough to cope with the volumes expected. Typically a line of cars handling one or more courses has been found to work well. Better is to use the large club tent with a table allowing 2 or 3 helpers to process entries to all courses. This does away with the need for people to queue at several different points and allows registration to be under cover. Each registration point will need a clipboard, paper, pen, and control descriptions for the course(s), if loose descriptions are being used. White and Yellow maps should be available at Registration. Since a punching start is used there is no need to allocate start times but it is best to record the numbers entered for each course and check this against the available maps that the Planner has provided. An easy way to do this is to number the control descriptions up to the number of available maps. Extra spare descriptions should be kept in reserve. If excess numbers arrive you may need to recycle maps.

You will also need to display a notice or inform the registration team of the distance to the start (usually the time taken to walk to the start) and from the finish, if they are not in the assembly area.

Helpers at a SROC event get half price entry; the registration team should be made aware of this.

Registration normally closes in advance of last start, up to 30 minutes.

Please note that the registration slips need to be retained after the event. After any queries or information extracted, all registration slips should be retained for a number of years as part of the BO insurance policy. These should be neatly bundled and clearly marked and returned to be held in the equipment store.

Regional Events & Above

For such events pre-entry is more of the norm, this enables numbers to be better estimated and start times to be allocated. The use of pre-entries does not necessarily preclude entry on the day, but if start times are used then these entries must slot in around pre-entries and not use any pre-allocated maps. To achieve this requires a degree of helper power which depends on the numbers expected. It is not unusual to charge a premium for entry on the day. In time this could change if print to demand maps are used.

SROC have used both the 'MDOC system' and 'Oentries' to take pre-entries via the internet, the majority of entries now come in this way although there is still a need to handle postal entries. The preferred option has yet to be defined and enquiries should be made to the Volunteers' Manager.

The information as to how the MDOC system is set up and managed is as follows: go to http://mdocentry.dyndns.org/~watson/MDOC_Entry_System.html and follow the instructions there, being careful to understand the way that different fees apply at certain dates. If not confident in using the system contact webteam@sroc.org to ask for the system to be set up for you. In any case the webteam need to know what information to put on the website.

The closing date for entries will have been included in the pre-event publicity this should have been defined following consultation with the Planner as to the lead time to produce the maps and your person handling entries. The internet closing date may be different to the postal entries date to allow the entries to be handled and information sent out. Typically the internet date can be as little as one week while two/three weeks is more usual for postal entries.

Most entries, by both methods, arrive in the last 10 days to closing date. The internet entry system closes down when the closing date is reached, while at the postal closing date, you will have about 75% of the postal entry.

While the internet system is open, the postal entries are posted on to the MDOC system. This process is greatly eased if the BOF number is present and clear on the entry form as the information is brought through from a database and saves a lot of typing. If there is no BOF number for a senior entry then this does not qualify for the BOF discount, currently £2.

After the closing date the person handling entries, and maybe the Organiser, will receive a flood of excuses and sob stories in order to accept late entries. Generally, if a map is available then entries will be accepted although you may decide to charge the EOD entry fee. People will generally do as you ask with regard to cheques etc. Now that the internet system is closed these entry details need to be added to the start list and the SI information.

Remember to send out the final details/acknowledgement/start times to postal entries. After the event these people may also need printed results.

Whoever handles the pre-entries needs to be fairly thick skinned and have internet access, preferably broadband. Fairly good computer skills are required and a reasonable period available every day to and after the closing date is required to keep everything up to date and any problems quickly highlighted.

Toilets

It is SROC policy that there must be some form of toilet provision at each event. You may be able to use existing facilities which may sway the Assembly location, if such facilities are to be used but some distance from Assembly try and pre-warn competitors and make sure they are clearly signed.

Frequently, portaloos have to be ordered. It is suggested that 1 portaloo be provided for each 100 competitors expected.

- When placing the order either ask the invoice to be sent straight to the Treasurer or to yourself.
- Try and have someone present when they are delivered to ensure they are correctly sited. Remember good access will be required to drop and collect these loos.
- Try to locate them so that if any queue develops, there is little or no interference with the rest of assembly or moving cars.
- Try to ensure that someone checks them during the event to see if the toilet rolls need replacing.

First Aid Provision

The risk assessment for the event will help determine what level of 1st aid cover is required. The number of competitors and their likely experience are other factors to consider. Guidance in the event file on previous safety issues will help to inform too. In the absence of specific high risks being identified the following is recommended:

a) **District Events and below:** At these events a First Aid Box shall be made available at Enquiries with an appropriate 1st Aid Sign. A notice shall be fixed to the first aid box informing: "NO QUALIFIED FIRST-AIDER IS AVAILABLE – THIS BOX IS FOR INDIVIDUAL USE." In addition the ADDRESS and TELEPHONE NUMBER of the nearest ACCIDENT AND EMERGENCY HOSPITAL to the event shall be displayed. Where it is considered that an SROC 1st Aider should be present (ie higher risk factors) the Organiser can obtain a list of same from the Volunteer Manager

b) **Regional Events and above:** The Organiser should arrange for St. Johns to be present throughout the Event. Their fee is likely to be in excess of £150 – contact details are best obtained from the web or the Volunteer Manager

c) For events in high and exposed terrain notifying Mountain Rescue of the event is advisable.

d) Whichever of the above applies, then this shall be publicised in the pre-event information.

Traders

Who approaches who?

Start

Talk to the Planner about the Start well in advance and then visit the location as soon as possible to locate and define the Start layout and signposting needs. Decide what route will be used to get to the start and how it will be signed. Ideally this route should not pass through the competition area, but if it has to, "OUT OF BOUNDS" signs may be needed. Some idea of the distance/time from assembly should be gathered.

Identify a team leader for the start team, discuss with him/her the location, layout and equipment requirements. Agree who is responsible for marking the route to the start. Identify what the Planner will/will not provide and when, eg maps, start banner, SI start check and clear boxes. It is sometime better to collect these off the Planner in advance as he/she may be busy on the morning.

If using waterproof maps and sometimes bagged maps, they have a tendency to stick together and some competitors can take more than one map potentially causing problems later in the event. This is easiest to resolve by having a member of the start team making a single map available prior to each start interval.

The check box is used as a record of who went out in to the area; it can be read and matched against downloaded dibbers. In this way a missing competitor check can be made. For this reason only one check box should be used if possible and all competitors should be checked.

The team leader will need to know the times of the first and last starts, and whether or not helpers may have an early/late start.

For events that use SI there will need to be a "clear" station(s) close to the start best mounted on stakes. Try to arrange the clear station so that it is not passed by competitors returning from the finish, before they have downloaded.

If the weather is likely to be wet then some sort of shelter should be provided for the start team's belongings and equipment. If the distance to the start/finish is long then some facility to allow for a 'clothing dump' may be needed. Ideally, the competitor should be responsible for the deposit and collection of this clothing although the transfer of clothing by a helper can be considered.

Remember that the area around and the route to the start should be checked for lost property, litter, tapes and signs.

District Events & Below

Usually at District events the 'timed start' is used whereby competitors dib a start box prior to picking up their maps. The minute release on the start line just provides some degree of separation for competitors. The easiest way to accommodate this is to have a lane for each course with two boxes in each and allow competitors to queue at the end of the lane for their course.

The only exceptions to this relaxed start method are when some competition is being run within the District event when a more formal separation between competitors of the same club/school may need to be enforced, eg Yvette-Baker Trophy or Compass Sport Cup. If an

enforced separation is required then a third box is required where a person on the call up line can record on a time vs. course sheet which club/school starts on each minute and adjust runners as required.

White and Yellow maps are normally available before the start so that children and novices can think about what they are going to do before the heat of the competition. Normally at least 2 are displayed/available at Registration and Enquiries to allow discussion with beginners.

Two helpers can normally run the Start at a District event quite easily. One pointing out the start kite, layout of the maps and announcing when competitors can start, another on check/clear SI dibbers and whistles/cags (if compulsory). A third maybe required on call-up if a large number of newcomers or a separation enforced. Two shifts are needed if everyone is to get a run.

Badge Events & Above

For badge events & above, start times for competitors are often defined. These start times can be either advisory or fixed. If fixed, then the ability to handle late starters and helpers needs to be in place.

It is vital that the start clock is synchronised with the SI start clock otherwise punching starters will be starting ahead or behind those with fixed start times. After waking the start box by dibbing, the time can normally be read through the bottom of the unit. If this is not the case, synchronise via the planner.

Additional helpers will be required to run the start, at least one on call up and one on late starts to ensure such starters fit in correctly.

The third box to the call-up grid will be required.

Finish

Talk to the Planner about the Finish well in advance and then visit the location as soon as possible to locate Layout and signposting needs (e.g. back to Assembly/Download).

The finish comprises of an SI box(s) on a stake along with the finish banner.

There is debate as to whether drinks should be provided at the finish of an event. The provision of a heavy weight of drinks to a potentially remote location has to be assessed by each Organiser and a decision made. SROC policy is that drinks need not be provided.

Supervision of the finish may be required if it is remote or a large number of newcomers are expected. This allows for any incident to be reported (this may be personal or course related); the ability to point people to download; the ability to explain the procedure to newcomers, i.e. make sure they punch to finish and then download; supervise the drinks area if provided. Ideally, the finish is located next to download in the assembly area where such supervision can be provided by the download team.

Remember that the area around and the route from the finish should be checked for lost property, litter, tapes and signs.

Results

Download should be sited such that everybody who finishes passes through. Otherwise competitors can depart home without downloading which can both spoil the competition and spark a search for a missing person.

Download should provide each competitor with their splits and be able to handle any queries should they arise. This may require notes to be made and clarification with the Planner.

Hired dibbers need to be collected in at download.

Competitors are always keen to see how they got on and it is an important part of an event. Results will be produced by the download team. It is suggested that results are printed at least every 30 minutes.

Depending on the size of the event the display of results can range from just a list inside a car window to a proper display board.

Full results will be put up on the club website within 24 hours, usually within a few hours of the last finisher. The SI team leader normally takes responsibility for this aspect of the event although it is worth checking in advance. The SI officer also has direct access to the website and will ensure that results are posted as quickly as possible, but in his absence you will need to ensure that another member of the webteam is expecting to receive and post the results.

Clear Up

Your team can commence dismantling the registration areas after the last start time and much else can be cleared away whilst waiting for stragglers. Keep the Enquiries tent open until the end as this still handles:- enquiries, car keys, first aid kit

Once the advertised course closure time has passed controls may be collected in regardless of who may still be on the courses. The Organiser and Planner should however check if this is the case and be alert for any such person whilst collecting controls. Particular consideration should be given if the missing persons are children or the elderly. The missing person policy may need to be instigated instead of collecting controls.

The Organiser should ensure that all evidence of the event is removed before leaving, our future use of the land depends upon keeping good relations with landowner's and there is nothing like debris or open gates to undermine this. Don't forget to remove all signage either!

The Planner is responsible for the removal of all the equipment from the forest, apart from the obvious controls this should also include the tape/cane used to tag the control site, any tapes used to mark dangerous areas or crossing points.

After The Event

Check that results have been posted on the website and hard copies made for any postal requests. It is unusual nowadays to produce a results booklet for any but the largest events. Requests for postal results are rare. The results team will not normally provide printed results but if you cannot extract the necessary pages from the website then make a request to the SI officer who will be able to email results in a suitable format for printing.

Send letters of thanks

Simple accounts should be produced and together with any money and / or bills be forwarded to the Treasurer. Do not forget that you are entitled to claim for your mileage at the agreed BOF rate and other reasonably incurred expenses. Forward any bills to the Treasurer for settlement. The Treasurer will settle land fees, BOF and NWOA levies, and toilets

Ensure all equipment is returned to the store (except SI equipment which should be returned to the SI officer) in a clean and working condition as soon as possible after the event and return the key to the Equipment Officer. In the event of anything being faulty or damaged please report this to the Equipment Officer at this time.

As part of the BO insurance policy, all registration slips should be retained for a number of years. These should be neatly bundled and clearly marked and returned to be held in the equipment store.

Please update or add to the local area information file as you feel appropriate. A copy of the map showing all controls or individual courses together with notes on numbers attending would be useful. Also any comments regarding the use of the area or difficulties experienced would be appreciated. This file should then be returned to the Volunteers Manager.

Planning

When Planning an SROC event it is assumed that the Planner and the event Controller each have a computer running a version of Windows with network access and a colour inkjet printer.

Obtain from Mapping Officer (Alex Finch) a copy of the OCAD file of the area you are planning on. He can also tell you how to obtain a copy of OCAD.

Contact Controller telling him your timescale, check when he/she is available. Similarly contact the printer you intend to use to make sure your requirements can be met.

Remember we are all volunteers with busy lives outside Orienteering, do not assume other members of the club are available to do things when you need them doing!

Using OCAD

Follow the instructions in OCAD help under "Help>Contents>Course Setting for Orienteering". The OCAD file of the area will be a "template". Choose control numbers from

101 upwards. Start by following the sequence in the Overview section and you won't go far wrong.

Note you have one OCAD planning file for the whole event, not one per course! The Ocad licence is for one copy in use at any one time. You may download a demo version from http://www.ocad.com/download/Ocad9/OCAD9_Demo.exe which allows up to 5 courses and 50 objects. An alternative open source (free) piece of software is Purple Pen, available here: http://purplepen.golde.org/ This is currently (December 2007) under evaluation by several club members.

If you know the area well then you can start arm chair planning immediately, otherwise go for a run in the area. Go any way in case someone cut down the forest down without telling us.

Check any restrictions on the area with David Hargreaves. Agree position of car park with Organiser, plan courses starting with white and working upwards. See instruction in BOF rules and appendices, available from the BOF web site. Especially Appendices A and B.

<u>Course Planning for Moderate and Hard Courses</u>

The orienteering course comprises the start, the legs, control sites and the finish. Often the temptation is to look at the more complex or detailed areas of the map and think that they contain good control sites, and then just join these areas with the legs, or to look for the tricky control sites when doing the field check.

However the legs are the most important part of the course and the quality of the course is largely determined by the quality of the legs. Hence plan the legs before considering the control site at the end of it, just circle a general area in which you want each leg to end. The following points are relevant to planning good legs:-

Emphasis is to have several legs with route choice, eg by presenting some obstacles on the leg such as climb, rocky areas, greener areas, complex areas, or simply by length which opens up larger areas of the map to the competitor thus creating more potential route choices.

Good legs offer competitors interesting map reading problems, allow for alternative individual routes, and hence tend to separate competitors.

Try to plan the main legs where the map is rich in detail, changeable in character and demanding in map reading ability.

Different types of legs should be offered on a course so that different skills are tested, e.g. range from intense map reading to sections in which rough orienteering is possible.

Variations with respect to length and difficulty to force competitors to use a range of techniques e.g. a couple of short intense legs before a longer leg with major route choice decisions.

The course should give changes in directions for consecutive legs as this forces competitors to reorient themselves frequently.

Preferable for a course to have a few very good legs joined by short links to enhance the better legs rather than a larger number of even but lesser quality legs.

Good legs with several route choice possibilities tend to split up the field thus reducing "following".

Use short linking legs to eliminate dog legs

Don't ruin a good leg by having a 'bingo' control at the end of it.

Thoughtful planning of legs with route choice can make good courses on some of our more average maps.

However as with looking for that tricky control site, don't fall into a similar trap by setting a leg which crosses the steepest, thickest and most complex parts of the map in order to place obstacles on your course. When you have a rough idea of what your courses will look like let your Controller know.

Avoidance of Doglegs.
Leaving a control, there should not be a logical route that doubles back through the same area from which the control was approached. Why? Because competitor A may have competitor B just behind him, so that A reveals the location of the control as he is leaving it, thereby helping B.
Since some competitors may be luckier than others it is at least potentially unfair, Doglegs may be obvious or not so obvious. For example, the best route to a control may be along the base of a hill to a re-entrant and then continue along the base of the hill. You have a dogleg, even though the straight lines you use to connect the points on the map do not show this. To avoid doglegs, you can put in a short leg -- 100 to 300 meters long -- to move the competitor away from the previous control to the start of another long leg.
A similar problem can occur if you use the same control on more than one course, if runners on one course leave the control in the direction from which the people on the other course are arriving. Avoid this as well. Under some conditions, it may be necessary to have a dogleg on a White course in order to have clarity. While not desirable, a dogleg on White is preferable to a course that is confusing or too difficult.

Avoidance of Dangerous Areas
Avoid including dangerous areas such as crags, or marshes, a White or Yellow runner may go into these areas accidentally, while a Green or Blue runner may be tempted to try a dangerous short cut.

see also:- http://www.barebones.ca/Course%20Planning%20Seminar%202003.pdf

Control Tagging
Mark the position of controls by some means. Best is plastic, e.g. tent peg or tube. Despite their popularity garden canes are a devil to find when lying in bracken, and are also popular with sheep. The position of these will be checked by the Controller. If he agrees with the position then everything is fine. NOTE - do not remove the cane/peg or whatever until you are collecting in controls. If the Controller cannot find your tag either you disagree about the

location or it is missing, which means one or both of you will have to go back out to the area. If he cannot find your tag when checking controls he needs to recheck the site.
When tagging controls remember to note all information required, e.g. height of crags/boulders, position of marker, etc. Remember to also tag any planned crossing points.

In some areas it is important to deter vandalism of the control, not only does this disrupt the event, but the cost of the SI units are costly ~£80. The Planner must bear this in mind when tagging the control sites and anticipate the problem as much as possible. The local site information may provide historical evidence. If vandalism is a big problem, then depending on the type of event the use of SI may need to be abandoned for a less costly alternative such as painted plastic milk bottles.
The sites that are most prone to problems are those where there is a lot of public access e.g. parks, housing estates etc. This may affect the whole event area or just a few controls on paths or tracks. In these cases the complete control unit can be locked to a suitable feature using a long steel wire and padlock that can be acquired from the SportIdent officer. The position of the control must therefore reflect the availability of a suitable strong point for attachment.

Once more than 50% of sites tagged, pass them onto your Controller, so he can go and check them if he wants.

You will find things wrong with the map. If you are confident to do so feel free to update the file, remembering to pass it on to Alex Finch after the event. If not confident, then do a sketch on paper and ask an OCAD expert to do it for you. Note, it is easiest to print out the map at twice its usual scale for surveying changes.

Your courses and controls will go through a series of iterations as you and the Controller discuss them. It is worth getting a draft copy of the courses printed out by Paul Ferguson so you can check what the map looks like. It will NOT look the same as on your monitor or your printer!

<u>Once courses are agreed:</u>
Prepare final version including all tweaks such as cutting circles to avoid obliterating underlying features. Be particularly aware of beginner's controls along line features. The connecting line can obliterate the feature the beginner is meant to follow. With laser printed courses underlying features do not show through like they do with overprinted maps. Ensure there is sufficient space for the descriptions

Check which SI boxes are available and assign them to controls.

Once everything is fixed, use the 'export course maps' feature to generate an ocad file for each course (Note: this step is not necessary when using Ocad 9 – you can edit each course in the mail course setting file). These in turn can be edited using ocad which allows the description sheets to be edited to include additional instructions such as crossing points, course closure times and "YOU MUST REPORT TO DOWNLOAD EVEN IF YOU RETIRE." These files are the ones you send along with the updated map file.

Send to the leader of the results team the courses export and blank map files of the courses, see **Pre-event planning by the Planner (relating specifically to SI).**

Obtain controls/canes/numbers from John Denmark using the Planner equipment request form available from the club's website at http://www.sroc.org/menu4/pg6.htm.

Map Printing

The club currently has no map printing facility. If the map is to be printed at 1:15,000, for reasons of clarity it may not be acceptable to be laser printed, contact Alex Finch to ask about this. Professional services currently being used are:-

- Alan Halliday at Print5 offers a professional printing on waterproof paper (thus avoiding the need and expense of bagging maps). He is the preferred supplier for larger events. Contact Alan Halliday (he's an orienteer) maps@print5.co.uk, Tel 01926 743150. Typically at least 2 weeks before event email OCAD map files to Print5 for proof copies to be printed, once you are happy with print, confirm final numbers to be printed of each course as soon as possible. Maps will then be sent in post (Check if someone needs to be in to collect package). Invoice should be sent to club treasurer for payment. He can work to tight deadlines but it is best to contact him well in advance to make sure that your requirements can be met.
- Iain Smith Ward (he's an orienteer too) iainsmith-ward@tiscali.co.uk based near Newby Bridge. Usually provides a quick laser printing service, paper only. Good for small print quantities.
- Malcolm Cambell - Omapz (he's an orienteer too based in the Lake District) malc@omapz.com. Could be approached if neither of the two above can help.

Check the printed maps, you may need to discuss certain aspects with the Controller who might want a copy of each course. If waterproof paper is not used, each map may need to be bagged and sealed. This is a time consuming task best shared.

Decide on the order you will put out controls, and let the Controller know, so he knows when he can go and check them. He needs enough time to check all controls are in the right place (i.e. adjacent to the tag) with the correct number on them. However SI boxes are normally put out as late as possible, which makes it impossible for him to check the SI boxes. For this reason controls must have a label on them with the number. This will match the number on the SI box/card unit, which means putting the SI boxes out is less prone to error as well. Exchange mobile phone numbers with Controller/Organiser/helpers. Try to get some people to help you putting out and collecting in controls. Ensure you and the Controller each have at least one spare control/SI box on the day in case of failure or units going missing. If this happens, inform the results team of the change in order that any mis-punching can be sorted.

An SI box will be in sleep mode until it is required in order save battery life. Depending on the type of SI unit, there are three different ways they can be 'woken' for an event.

1. The easiest to use are the type that wake on dibbing as they can just be placed out in the forest and dibbed to check that they are functioning. They take marginally longer to wake but once woken stay awake for several hours. SROC now have sufficient of these type of SI units (BSF 7) to accommodate most events up to District level.
2. Training mode. Older SI boxes can be used in two ways, training mode or competition mode. In training mode they are woken by passing a magnet over the top of the box. Once woken they stay awake for five hours from the last time they are dibbed. The unit's time starts from zero when woken and can only be synchronised by using a time master unit.

3. Competition mode is where they can be pre-programmed to 'wake' at a specified time for a set duration. This is a more complex process and more prone to error, the Planner should become familiar with this process prior to using it in earnest. Programming of the units requires a computer and a master station. They should be set to switch on half an hour before they might be checked on the day of the competition and switch off an hour after course close to allow for any delays in start times.

You will only know which box you get by asking the person who supplied them, but in most cases these will be the first type listed above.

To make best use of the SI system it is best to synchronise the times in each unit, however it is very important to synchronise all start and finish units as they provide the overall times and the results could be changed based on which of these units the competitors used. All units will have their clocks synchronised before they are handed over to you. However, if SI units are to be held for a prolonged period (say over one week) then you may need to synchronise them yourself.

Synchronising of the units is achieved in one of two ways and at different times based on the type of unit.

1. 'Wake on dibbing units'. These units should be synchronised using a 'time master' unit the day before competition. The time master uses a ferrite core finger to allow the slave unit to pick the time of the master unit. No computer is used and takes only seconds to achieve. If the time master is not available (note that SROC does not currently own one) then this is done using a computer and master station.
2. Units in training mode can be synchronised using the time master unit in the same way as 1) except that this can only be done once the units have been woken up for the event. Hence these units can only be used where they are placed out in the area the morning of the event and within five hours of the checking dib.
3. Programmed units times are set when they are programmed via the computer.

The Planner is responsible for ensuring that the following are at the start in good time:- maps, the start banner(s) is in the correct place, start, check and clear SI units along with spares and maybe stakes in which the start and clear units can be located. Some of this can be organised in advance but the Planner should still visit the start on the day to check it is set up correctly.

The Planner is responsible for providing the finish unit(s) and stake(s) at the finish.

Should any SI unit be replaced during the event, the SI team will need to be informed as to the change to allow correction to the affected courses and prevent each competitor from being flagged as mis-punched. Phone contact with the SI team is best for this purpose.

During the event the Planner should be available to correct any issues as they arise. This is best done at the finish where competitors will inform you if any units have failed or may be missing. This also provides useful feedback on your courses.

Controls can be collected once all competitors have returned or courses close. A rolling collection can be started before course close in the case of distant or early controls. Try and pre-plan this collection and pre-arrange helpers to speed this process. The Planner should be aware of any competitors that may still be out in the area to provide assistance should the

need arise. Do not disassemble things if they were assembled when you received them. Make sure all control collectors know the score. Collect in all pegs/tapes, including those from unused control sites. Collect in any tapes used to mark dangerous areas or crossing points.

Having collected all the controls it is good practice to check that you have all the SI units used before leaving the area. Occasionally, a control is left uncollected. It is also important to collect the SI units used at the start and finish.

After collecting controls - return them to the equipment officer in as neat, dry and tidy in a manner as you received them. All SI units should be returned, preferably clean and dry, to the SI officer.

After the event the Planner usually provides a report to go with the results. The Planner should also update the local file with any relevant information and provide copies of each course. If the Ocad file has been updated then a copy of this should be sent to Alex Finch.

Use of SPORTident at Events

Sportident should be used at every event. To ensure its successful use the Organiser and Planner must have an understanding of the whole system and make the necessary preparations for its use.

Pre-event planning by the Organiser

Assuming that it has already been decided to use SI for an event (nearly every event these days) then there are several things to be decided or discussed at an early stage, depending on the status of the event.

Local or training event. Decide whether results on the day are needed, or indeed any published results. It may well be possible to run the entire event without any use of a computer, otherwise treat as a District event.

District or Schools League event. Assume that on the day and published results are required. Recruit a computing team leader, contact the SI equipment holder (if different to team leader) to ensure the equipment is available. At an early stage in planning parking and assembly areas, take account of the need to house the computing team. Start with the aim of permanent accommodation with a mains power supply, followed by temporary accommodation (eg club tent) but with access to mains power, then temporary accommodation with portable power supply. For portable options, see Appendix D2. Liaise with team leader over format for eod entry cards, pre-entries (if applicable, eg schools league) and the eod interface with Registration. Results display can usually be supplied by the computing team.

Regional or National event. Similar to a District event, except that there may be a need for a larger team on the day, so accommodation becomes more important. As there will certainly be many pre-entries, the pre-entry person should be encouraged to liaise with the computing

team leader to ensure that data is transferred effectively. Results display needs to be thought about, as it will require a good deal of space. There is probably also a need to consider start list display.

Pre-event planning by the Planner (relating specifically to SI)

Book SI equipment as necessary. There are SROC SI boxes and hire SI cards held within the club, but these are likely to be in use until very close to the event. It may prove necessary to loan kit from within the North West OA. The Planner should familiarize him/herself with the method of programming/waking up controls in advance of the event. The procedures are described above. It is helpful to obtain a list of available SI box codes before finalizing courses (101 upwards), this avoids re-programming or having to substitute control codes.

In the last few days before the event (earlier if possible) the Planner should ensure that the course details are sent to the computing team leader, to allow setting up of the event in the software. The ideal method is the course export file easily produced in Ocad versions 8 (a .txt file) or 9 (a .XML file. This is the preferred option). If different planning software has been used then this should also have a facility to export courses. If not, then the required information may be summarized as:
- A list of the courses available, with length and height gain data.
- A list of control codes, in the correct order, for each course.
- If a Regional event or higher, a list of classes allocated to each course. This should have been provided earlier, when setting up the pre-entries, but if there are any changes these need to be notified now.

On the day requirements

Again this will vary depending on the status of the event. Low key events can be run using just a mini-printer and download box. Each competitor receives a copy of their splits but there is no code-checking carried out at that time. Simple results can be prepared by noting down times manually. If desired the next level would be to read back the download data from the download box into the event software. A set of normal results can then be produced, once all the competitors' names have been matched to SI card numbers. This means some extra work after the event, but reduced the manpower on the day.

For Schools League events up there will need to be a minimum of one computer (laptop usually) plus a printer and download box (master station). Often there will need to be more computers to allow input of all the eod competitors within the limited time available before runners begin to return from their runs. Note that the biggest problems for the computing team are caused when runners attempt to download before they have been put onto the system. More on this and a possible better way to handle entries later in Appendix D3. Events with a large number of competitors will also require extra download and splits printing facilities, to reduce download queues.

There needs to be a regular communication system between the registration team and computing, to ensure that eod cards are not delayed. It is recommended that Registration

and computing are sited close together, preferably within easy talking distance to facilitate communication. Note that poor quality control on entry cards is another big problem causer for the computing team. As a bare minimum the details for each entrant must include name, SI card number and course. Additional data may be required depending on the event and can include age class, school, school year, club etc.

The Planner will need to notify computing if any SI boxes have been changed either when putting controls out or during the event. This will allow the necessary entries to be made in the software so that code checking will be carried out correctly. For more information see Appendices D3 & D4.

Normally it is best to avoid using the same SI card more than once in an event. However, provided it has been downloaded it is possible to do this, for example if the supply of hire SI cards has been used up. However this requires extra effort by the computing team to ensure that the first use is not overwritten by the second use of a card, so it is essential that Registration work closely with computing to avoid these problems.

The computing team will normally provide a printout of splits to each competitor and results at intervals through the day, to be displayed where they can be viewed by competitors.

Post event- results publishing, badge times etc

It is normal practice to publish results as soon as possible after the event. These will be posted directly to the website by the SI officer. These files will also be copied to the Organiser, Planner and Controller. If any corrections need to be made then this is possible, but should not delay the publication of provisional results.

The computing team leader will normally also post the results on Winsplits On-Line and Splitsbrowser, where they may be viewed by anyone with web access. Links to these sites will be added to the SROC site and a link from BOF results page to the SROC website. Since December 2006 we have added the setting up of RouteGadget for all possible events. This will be done immediately after posting results to allow competitors to add their routes and compare these with others.

If paper results are needed, these are not normally provided by the computing team but may be printed from the results files emailed to the Organiser. Colour standards will be calculated by the computing team if requested, and the BOF badge time calculator can be used to provide adult badge times. The ageless junior classes require a little more work to calculate (see BOF rules and regulations). In any case all these times should be approved by the Controller before publication. The computing team will normally expect to send results to the BOF ranking list, and to the IOF world ranking list when appropriate.

String Course

During the early stages of planning an event a decision should be made as to whether a string course will be included. In part this depends on the type of event and the location of

the assembly area. If a string course is agreed, the Organiser should delegate the set-up and running of the string course to another club member such that the Organiser should only need to support the event in terms of possible signage, reserve the area to be used and provide a budget for 'prizes'. There is usually no charge for entry to a string course.

Early stages – a couple of months before the event

Identify string course location
Talk to the Organiser / Planner about the location for the string course. If it's in the car park area be careful to agree exactly which area can be used and whether there are any other considerations like the route to the start passing through the area.

Identify expected numbers
Talk to the Organiser to get an estimate of competitor numbers expected. If it is a multi day event contact the other day string course Organisers to agree whether any standardisation on format is necessary.

Base Map production
Check whether there is already a 'string' map. If not try to get a large scale OS map and blow it up to a suitable scale to fit an A4 sheet.
Visit the site to either draft the map or check it if there already is one. (Before you go check whether you need to get special permission for your visit). You may need to visit the site a couple of times to check you are happy with your map and course. When selecting the route for the string remember to consider how easy it will be for small legs to traverse and try to consider what will be safe for say a four year old running round on their own.
Draw up your map and course. This can be a hand drawn map or if you have access to OCAD (or someone who can use OCAD) you might want to draw the map on OCAD – once drawn it is then easy make amendments and make available for future events.
Check with the Organiser / other event officials as necessary that the course location is ok.

Control descriptions
The club string course control boards come supplied with pictures. If you want to use these you will need to combine them with your map sheet before map printing. A copy of the 'fishy' controls in control boxes is attached to this document.
If you want to set up some new pictures you will need to print each of them out on A4 and get them laminated. Then use Velcro tape to attach them to the boards – this is safer than stapling.

Equipment
Identify what equipment you will need and contact the equipment officer or the Organiser in good time to let them know what you will need to source from the club. There will probably be some (optional) things you can take from home or ask other helpers to bring e.g. folding chairs. There is often a high demand for tents so if you decide you will need one you need to get it 'booked' early.

A sample equipment list is included at the end of this document.

Helpers
Decide how many helpers you will need (1 shift or 2 shifts). You will probably need 1 person to register / start and another to man the finish / issue pizes. Older kids can be a big help but younger ones tend to lose interest quickly so are best on something like giving out prizes. Either recruit helpers yourself or liaise with the organising team as helpers may already have been contacted.

Pre event activities – in the weeks and days leading up to the event

Prizes / Certificates
For multi day events or major events there are sometimes certificates for string course competitors (a sticker or stamp for each event is popular). For all events the string course competitors usually get a little prize at the end – check with the Organiser what sort of budget you have for this.

Equipment
Arrange to collect the equipment so you can check it before the day.

Event paperwork
If you are expecting a lot of entries it's handy to have some pre prepared paperwork – Registration sheets and finish lists. If you only expect a few entries you can just use a registration sheet for the lot. Sample sheets are attached.

Map printing
Maps can be black and white or colour depending on the event budget (again check with Organiser). Print or photocopy plenty of maps (30-50% more than the numbers you expect). You my want to number the maps to speed up the process of identifying who finishers are if you're expecting a lot of entries (it's quicker to read a number than to ask for a name). If the weather is likely to be inclement it is worth pre-bagging the maps before the day. If you expect sunshine don't bother!

Helpers
Check your helpers are still ok to come and let them know when you want them to help and what they will be doing. Exchanging mobile phone numbers is a good idea in case any last minute hitches come up.

Event activities – the day before and on the day

Put out Course
Putting out the string can take some time as you need to make sure the string will stay where you want it – it's sometimes worth securing it with a rock or round a log, but don't have it too tight or it can become a tripwire. You also need to clear any potential hazards from the route. You may want to do this the day before the event. The string should be ok overnight unless it is in a very public place.
The control boards and kites are best put out on the day.

Registration, start and finish
Normally the only details collected about the competitors are name, age and club. If you are using numbered maps also note the number against the entry. The person doing registration can usually also set people off.
If you have a lot of entries you may need someone else timing competitors as they finish. If a separate sheet is used to time finishers the map number only need be noted and the finish time can then be transferred back to the registration sheet later matching on map number.
Don't forget to issue the prizes (and certificates if using them) – a good job for kiddie helpers.

Closing the course
Check all competitors have finished before dismantling the course – this is not normally an issue as you can usually see most of the course, but there can be a wide range of times taken ranging from a couple of minutes to half an hour.
Collecting the string in is generally quicker than putting it out!

Results
After the event the results need to be typed up and sent to the Organiser.

Equipment
Unless you have handed over the club equipment at the event itself, when you get home check it for damage and return to store or whoever needs it next (by arrangement with the equipment officer) notifying the equipment officer if anything needs fixing or replacing.

Fishy Control boxes

Copyright © SROC 2006
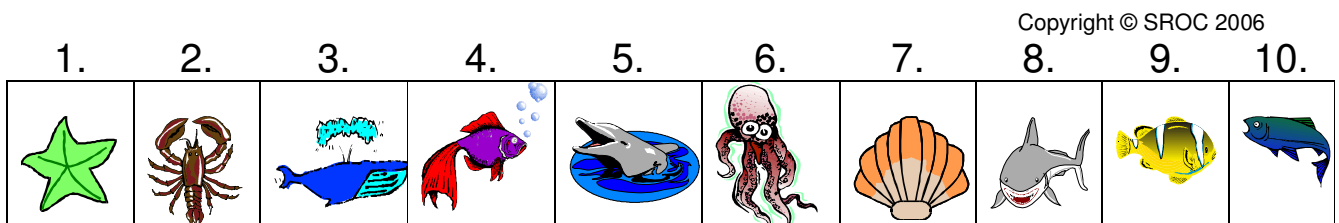
Sample Equipment List
From Club:
      String machine
      Canes with plastic/rubber toppers (to hang kites)

Kites
Control Boards with Punches
Tent
Map Bags
String course banner

Probably from home / helpers:
Folding table for registration / finish
Folding Chairs
Umbrellas – if you don't have a tent
Clipboard
Pens
Start sheets
Finish sheets
Clock / watches
Certificates / Prizes

Sample Registration sheet

Time Taken	Finish Time	Map No	Start Time	Name	Club	Age
			10:10			
			10:11			
			10:12			
			10:13			
			10:14			

Sample Finish Sheet

Finish Time	Map No	Map No	Map No	Map No	
10:30					
10:31					
10:32					
10:33					
10:34					

Club Standards

SROC wish to provide a high standard of event to a consistent standard, to this end a number of club standards have been defined that all Organisers and Planners should include:-

	Club	District	Regional+
Use of the Sportident system. Encourage use at smaller events.	✓	✓	✓
Overprinted and bagged maps to be provided	✓	✓	✓
Control descriptions to be on each map and loose description sheets made available.		✓	✓
String course to be available.			✓
Toilets to be available at all events.	✓	✓	✓
SROC banner to be on display close to the entrance of all events.	✓	✓	✓
Results to include splits, printed display in assembly within 30mins of finish, provisional results published on club website within 4 hours of course close.	✓	✓	✓
Lone traveller policy to be used.	✓	✓	✓
Missing competitor policy to be used.	✓	✓	✓
White and Yellow course maps to be available at Enquiries.		✓	✓
Drinks at the finish will not be provided.	✓	✓	✓

Contacts

Volunteer Manager & Planning	Quentin Harding	01524 770637	sueandq@escowbeck.wanadoo.co.uk
Safety	Martyn Roome		
Land Access	Dave Hargreaves		
SI & Download	Chris Roberts	01524 39916	results@sroc.org
Mapping & Planning	Alex Finch		
Entries	Dave Johnstone		entries@sroc.org
Publicity & Assembly	Peter Knott		
Finance & Start	Dick Collins		
Equipment	Peter Knott		
Fixtures Secretary	Rowena Browne		
String	Jane Anthony		

Appendix A: Event Safety – Guidance and Advice Glenys Ferguson 22/3/06

Clearly the approach to safety depends on the event in question. A small schools event in a town park in the summer raises very different safety concerns from a major winter competition on a remote and exposed open area. It is not therefore possible to propose a single approach to event safety. Instead the notes below – which have evolved out of the safety preparations for the (aborted) Whitbarrow National event in March 2006 – aim to stimulate thinking about the issues, provide advice and recommendations.

An Organiser has a duty of care, which means taking steps which are considered reasonable in the circumstances to ensure safety. It is therefore important that an Organiser explicitly reviews this aspect, not just to promote event safety, but also to guard against charges of negligence and the threat of litigation. The approach to safety should be two fold:-

1. **The Organiser should consider how the number of casualties and their seriousness can be kept to a minimum.**
2. **If (when) casualties do occur, the Organiser must be able to deal with them in a prompt and effective manner.**

A number of forms were developed for the National Event. They are held as separate word files by the Secretary and also alongside the SROC printer:

   a. Vehicle key storage
   b. Record of Finishers
   c. Missing/injured competitor report form
   d. Incident log
   e. Unattended vehicles
   f. Searchers Monitor

(The Organiser should also have all controls maps available, and ready access to maps of specific courses if a search becomes necessary.)

Factors to consider in determining the extent and nature of safety provision:-

   o The competition area – nature of the terrain, weather exposure, proximity or otherwise of car parking, start etc., time taken to summon external assistance, such as Mountain Rescue

   o The anticipated number of competitors, their ages and degree of experience

   o The time of year and sunset time relative to the time of courses close

Groups whose safety needs to be explicitly considered:-
   • Competitors:

- injuries
- hypothermia/hyperthermia
- missing
- other issues (e.g. heart attacks and other illnesses, poisoning by drinks)

- Competitors' travelling companions, spectators

- Event officials
    - injuries (e.g .control collectors, parking)
    - hypothermia/hyperthermia (e.g. Start team)
    - missing (e.g. control collectors)

- General public

- Children – Child protection was not an issue for the National Event, so no specific advice is provided here. Organiser should liaise with other SROC members who are experienced in dealing with children and schools events.

Basic Requirements:

For all events:
- **Organiser and Planner should be aware of the BOF Rules and guidelines relating to Event Safety.**
- Organiser should check that the event has been registered with BOF to ensure public liability insurance cover.
- A BOF risk assessment form must be completed
- Adequate records must be available for any incident that might result in a claim against BOF insurance. BOF Incident Report Form should be completed – within a week – for "any injury which, in a place of employment would be recorded in an Accident Book.." (Note: this report form also applies to cases of property damage.)
- Appropriate first aid provision
- Organiser must have systems in place to deal with:
- Injuries on the competition area
- Reports of missing competitors

In each case, the suggested starting point is to:
- Complete a Missing/Injured Competitor Report form to collate intelligence (form available)
- Start an Incident Log (form available) to record actions taken
- Relate information to an all controls map
- Locate any fellow travellers and/or contact details

For larger events or any judged to be higher risk:

o Consider the appointment of a Safety Officer.

This does not remove the duty on the Organiser to take responsibility. However, it does mean someone is specifically and independently reviewing arrangements from a safety viewpoint. On the day, the Safety Officer can coordinate safety checks and arrangements for dealing with casualties etc, whilst the Organiser concentrates on the overall functioning of the event. Whilst the Planner and the Controller are responsible for safety on the competition area and have the detailed knowledge of the terrain and its problems to make the judgments here, the Safety Officer may also be able to make a contribution. Safety Officer can also take on the task of liaising with organisations such as St John and Mountain Rescue.

Communications:

Good communications are essential to event safety, but may be difficult to provide. Radios should be backed up by mobile phones. Establish the availability and strength of radio and mobile phone signals from key areas. Provide all principal team members with a list of mobile phone numbers and allocation of radios. Consider alternative ways of raising assistance if radios and mobile phones do not work in a particular area.

Teams going out to deal with a casualty on the competition area should have a mobile phone for their own safety and also so that they can make direct contact with the emergency services if necessary.

Preventative Measures:

1. **Event Flyers and Final Details**
   o Spell out to competitors the nature of the event and any particular hazards, so that they can take adequate steps to ensure their own safety. Well-informed competitors is a key element, so ensure that everyone has access to final details and also that Enquiries/Registration are conversant with their contents.
   o Add the reminder that: "Competitors take part at their own risk and are responsible for their own safety"
   o Remind all competitors to download, even if they retire.
   o Remind competitors to dress appropriately for the current and anticipated weather conditions on the day.
   o State situation as regards whistles and/or cagoules. If there is a possibility that cagoules might be made compulsory, then competitors must be aware of this before they arrive at the event.
   o State whether there is a clothing dump or transfer.
   o Advise lone competitors to use the buddy system or deposit vehicle keys (Vehicle key storage form available – to support this, envelopes and storage box need to be provided by SROC)

2. **Registration**

- o Should be proactive in ensuring that competitors select courses that are suitable for their age and experience, and appropriate given the conditions on the day
- o Should avoid giving novices late start times, particularly on longer courses.

3. **Whistles and Cagoules**
   If these are compulsory:
   - o Competitors need to be made aware of this before they make their way to the Start
   - o It must be enforced, with a thorough check of all competitors. Anyone who insists on starting without, should have their name taken and reported to the Controller.

Event Officials

- o Organisers must ensure that team leaders and all team members are well briefed and appropriately prepared for their task, and – in turn – have thoroughly briefed their teams. In particular, identify any inexperienced helpers who may require more detailed guidance and information (including advice on appropriate clothing, adequate food and drink).
- o Helpers should be reminded not take actions that would compromise their own safety.
- o Any potentially dangerous electrical or other equipment should be checked for safety before the event and only be handled by those with suitable experience.
- o Anyone going out onto the competition area to deal with a casualty should ensure they have food/drink/clothing as appropriate for their own needs.
- o Adequate shelter must be provided for teams.
- o All members of the parking team must wear high visibility vests.
- o No-one should drive off-road without explicit permission, and should be in a suitable vehicle and have appropriate experience.
- o Helpers intending to run long courses or who are inexperienced should not be late starters.
- o Those putting out and collecting controls should be checked in and out by the Planner, who should have a record of the areas that they are covering. They should carry a mobile phone.
- o Organiser should have contact details for helpers (SROC membership list)

Provision for Dealing with Casualties

Do not assume that there will only be one casualty.

1. SROC emergency rucksack
The club has at least one rucksack containing a first aid kit and shelter/sleeping bag etc for dealing with/preventing hypothermia. Inform the Equipment Officer if anything is used so that it can be replaced.

2. SROC First Aiders
The club has a number of people with first aid qualifications and experience who may be prepared to deal with casualties either at the Finish or out on the competition area. Unless

adjacent to Assembly, the Finish should be manned and able to summon first aid assistance. The more remote the Finish, the more important it is that there are first aiders at the Finish to treat or stabilise walking wounded or go out into the competition area to deal with casualties.

3. Medic
Members with medical training may be useful in providing advice (for instance, on moving a casualty or treatment of a heart attack). Note: they may be unfamiliar with the practicalities of first aid.

4. St John Ambulance
Competitors will expect the presence of St John or equivalent at larger events. They have an important role in dealing with casualties that can make their own way off the competition area for treatment. Do not expect St John members to be either capable or prepared to go out onto the competition area. Prior liaison is advised to establish what role they might play (e.g. they may bring a Land Rover) but regard any extra flexibility they might give as a bonus.

5. Mountain Rescue
The attitude towards attending an event seems to vary between teams. Kendal Mountain Rescue, for instance, will not provide cover on the day (unless they can be persuaded with enough prior notice to build the event into their training schedule). (And, of course, they could be called off to another emergency.) For larger events, or anywhere with specific safety concerns, Mountain Rescue should be briefed in advance. Provide location details, information about vehicle access onto the competition area, all controls maps (could be collected on the day if appropriate) and mobile phone number of an event contact on the day. Call out Mountain Rescue through the Police, by dialing 999.

Treatment of Casualties in the Competition Area:

There are three elements:

    a) locate
    b) stabilise the condition and prevent hypothermia
    c) evacuate

SROC needs to deal with a) and b).

Evacuation:
Casualties who cannot walk unaided **must** be evacuated by the emergency services. In the interim, the casualty must be kept warm and made as comfortable as possible, **without causing further injury.**

SROC should only evacuate if the casualty is able to make his/her own way safely off the competition area. In this case, the casualty may need to go to nearest vehicle pick-up point. Casualty should not be moved until pick-up arrangements have been determined.

In advance of the event, the Organiser should have identified access points for vehicles (e.g. Mountain Rescue) and points where walking wounded could be guided off the competition area for collection by vehicle.

Travelling Companions
- o Need to be contacted and informed as soon as possible
- o Should not be allowed to go out into the competition area in the case of a casualty/missing competitor

If competitor is a lone traveller may need to contact relatives. At larger events, entry list details should be used.

Identifying Missing Competitors:

Reports from fellow travellers

1. **Checks of:**
   a. Vehicle keys uncollected (at intervals during the day as well as when courses close) (Vehicle key storage form available)
   b. Vehicles remaining in parking field (Parking checks form available)
   c. Hired e-cards outstanding

2. **Checks of Finishers against Starters:**

   o To overcome any delay consequent on a significant distance between the Finish and Download, arrangements should be made for the Finish team to radio-in details of those finishing, starting this process in the half hour before courses close. (Record of Finishers form available.)

   o *If using Sport Ident*: Interrogate check boxes to compare starters against competitors who have downloaded. Start team must be explicitly reminded to check the e-card of every starter, including helpers, and to transfer the check boxes to Download. Download must be located and set up to ensure that no-one can bypass the system and that there is no temptation for a competitor to delay downloading. Must also have a system in place to deal for helpers who do not go to Download immediately after running.

   o *If using control cards:* Match control cards with stubs. This requires all stubs to be completed – best to make this an explicit task for Registration (even if this means increasing the size of the team). Start team must collect stubs for every starter, including helpers, and should check that they are filled in. Return of stubs to Results processing must be frequent.

   o Use of start lists on which the starter is ticked off and then reconciled with finishers is **not** recommended. There are problems in wet weather; errors – forgetting to tick off, ticking off the wrong person, missing late starters; colour coded (EODs) need to be

added; need to be passed to Finish or Results at regular intervals (and before the competitor has finished); would be very difficult to manage if switched to a punching start.

Actions in the Case of Missing Competitors:

1. Reported While the Event is in Progress:

At the height of the event, there is a large chance of problems out on the course being noted and reported by competitors:

- Brief Finish team to question Finishers
- Alert Planner and any other officials out in the competition area
- Alert Download to inform if/when the competitor checks in
- Alert Mountain Rescue if there is a particular cause for concern or competitor has still not finished after a reasonable length of time.

2. Search Mounted by SROC:

It is advised that only minimal searching should be undertaken by SROC. SROC has neither the skills, communications nor manpower to conduct a major search. Search teams must not be allowed to go out unless they are fit and well prepared, have mobile phones and carry enough kit to support their own personal safety. They must be checked in and out.

Searching by SROC would be started towards the end of the competition. It is recommended that it takes three forms:

- Organised and monitored by the Planner as part of the control collection process. Control collectors should be alert for potential missing competitors, and have been briefed about any specific concerns. (Planner to liaise with Organiser or Safety Officer). Should have a mobile phone, but otherwise nature of the control collection task precludes the carrying of any emergency kit. Should report in/summon help if they find a missing or injured competitor. Planner should report negative outcomes to Organiser.

- Organised and monitored by the Organiser or Safety Officer. Check of competitor's course and environs, including particular hazards, calling out for the person. Split course into appropriate sections, each to be covered by a pair of searchers. These searchers should take with them (or have ready access to) emergency kit as well as having a mobile phone to summon help and to be called back if competitor has been located. Course check should be started soon after courses close. It may overlap with checks by control collectors. (Searchers moitor form available.)

- Vehicle check of perimeter roads for any competitors who have made their way off the fell onto the nearest road.

Friends and relatives of the missing person should not be allowed to participate in any search. Potential searchers should ideally be identified in advance, and asked to report in to the Organiser/Safety Officer when courses close.

3.Calling in the Police/Mountain Rescue:

Call out should be made sooner rather than later. This will generate a police incident number and minimise delays in receiving help. Incident can always be cancelled.

Call out should usually be done by the Organiser or Safety Officer. If this is impractical or inappropriate, it can be done by anyone and the Organiser/Safety Officer advised of actions as soon as possible.

Circumstances when Police/Mountain Rescue would be called include :

- If SROC personnel are unable to mount any searches

- If SROC is having to deal with several incidents

- If searches by SROC fail to locate a missing competitor

- If weather or daylight or the likely condition of the casualty are such that any delay in locating the missing competitor could be problematic

Police/Mountain Rescue should also be called in to evacuate any injured competitors who cannot make their own way off the competition area.

Appendix B – Event Flyers Examples

Appendix C – Registration Card Example

Available at http://www.sroc.org/menu4/Regform%20v4.pdf

Appendix D – SI Information

1. SI equipment & manpower needs

Minimum needs shown, an extra pair of hands is always useful. Manpower includes an allowance for shifts.

Event type	Laptop	Printer(s)	Power supply	People
Training	N/A	Mini	N/A	None
District < 100	1	Splits	Mains,	2-3
100-300	2	Splits	invertor or	4-6
>300 entrants	3	Splits (2) Laser optional	generator. If using laser, need mains or generator	6-8
Regional	2	Splits + laser	Mains or	6
<500	3	Splits(2)	generator	8
>500		+laser		
National	3	Splits(2)+laser	Mains or generator	8

2. Available SI and computing equipment

Steve McLean, SROC SI equipment
(<20) BSF8 SI boxes (not normally used for SROC events)
(~90) hire SI cards (some/all may be needed for most events)
USB master station
Thermal splits printer (Star)
Mini printer and download station
Security cables and locks (old style)

Iain Smith Ward, NWOA SI equipment
Various SI boxes
Aluminium stakes for SI boxes
LOC hire SI cards
LOC splits printer
LOC caravan fitted out for SI computing use

Chris Roberts, SROC SI equipment

65 BSF 8 SI boxes. Note these are normally programmed as 1 x check, 2 x start, 2 x finish, 3 x clear, numbers 101-157 inclusive.
30 padlocks and 30 cables for securing SI units (20 x 1m, 10 x 2m)
40 hire SI cards
Laptop
Thermal splits printer (Star)
Leisure battery and invertor, 300w
2 master stations (used for download or SI box programming), one USB & one serial
2 Epson thermal splits printers. Neither currently working 100%.

Chris Roberts own equipment
2 laptops
Networking hardware
Laser printer
2 results display boards
Generator
Various cables, tables, chairs

Peter Knott, SROC equipment
Corex mounting plates for SI boxes
All the other gear needed

Other SROC members who have loaned equipment: David Rosen (generator, laptops), Paul Ferguson (laptop), Gavin Smith (laptop) David Johnstone (laptop), Ian Selby (laptop), Karen Quickfall (laptop).

3. SI software in use and what it can do

SI Config. Used to program SI boxes. Normally only needed to change a box's programming if the one's available do not suit the event. All boxes are currently programmed in "standard" (formerly training) mode.

Aut-O-Download. This is used to process entries, download and results for most events. The software is very easy to learn and has on screen help for every function. It will automatically recognise runners who use their own SI cards, and will identify which course they have run, at the point of downloading. All such runners therefore need not be entered into the system, leaving only those people hiring or borrowing a SI card who need to be input. However, this system does not easily allow download and entries to be done simultaneously, so it is advantageous to use 2 laptops and a simple peer to peer network. On the other hand entry details may be input at the point of download (if behind with entries) more easily than with OE2003, thereby reducing download queues. Aut-O-Download can cope with butterfly loop courses and score courses mixed with normal courses all in the same event. Age classes can be used or not as desired, but there are no spare fields to capture data such as school or scout group. In these cases the club field would have to be used. All other comments about OE2003 below apply, such as easily substituting replacement SI box numbers, checking for missing or late runners etc.

OE2003. This is the event software formerly used for most events. It can cope with normal individual runners, or runners completing multiple loops, but not score or relay events.

Entries may be made before the event or eod. Start times may be pre-arranged or by punching a start unit. Standard data captured is SI card number, name, club (this can be a BOF club or any other group, eg a school) and class. For district events the class is normally assigned to the course of the same name. For regional events each class will be assigned to the relevant course number. Optional fields include database ID (BOF number), sex, yob. There are 3 spare text fields and 3 number fields which can be used to capture extra data. One of the text fields normally has the age class for events below regional level.

There is a facility to take entries using an archive of runners, this holds everyone who is a BOF member, but also everyone who has their own SI card registered with Sport Ident UK. Using this it only needs the SI card number to input all competitor details, except which course they have chosen to run. This greatly speeds up inputting of eods.

The software automatically checks for mispunches, and puts the results in the right order for publication. Individual records can be inspected and modified if needed. Changes to SI boxes can easily be entered, so that the code checking still works even if the box number has changed during the event, say if a box stops working.

OE Score. Just like OE2003, except for score events.

MT2003. Like OE2003, but for multi day events

OS2003. Like OE2003, but for relay events.

Colour. This is a free program available from Mike Napier, who also has software for larger events that isn't free. Colour is a good alternative to OE2003 for smaller events, up to District level, but is not useful for Schools League because it cannot deal with all the extra information needed. It usefully can manage score and cross country courses as part of the same event.

Inter Club Results. This is another program from the developer of Aut-O-Download, which SROC has used for Yvette Baker rounds, calculating all the individual and team scores. The license is available free.