MDOC Autumn, Spring and Summer Series events 2026/27v1

We aim to have 3 to 5 events in each of a "series" of Annual events, each with a **Series Co-ordinator** who is the first point of contact for planners, organisers and controllers.

Autumn – Saturday morning Local events in park areas aimed at schools and novices, but open to all.
White, Yellow, Orange, Red, Light Green courses, with a Long Light Green giving a 45 minute run.
(The LLG and/or Red may be partly in an adjacent urban area, in which case it is for over-16s only)

Spring – Saturday mornings in parks as for Autumn
White, Yellow, Orange, Red, Light Green courses, with a Long Light Green giving a 45 minute run.
(The LLG and/or Red may be partly in an adjacent urban area, in which case it is for over-16s only)

Summer – Weekday evenings. Some years these summer events are registered as Regional rather than Local, not much different
White, Yellow, Orange, Red, Light Green, (Very Short Green – Short Green with cut off), Short Green, Green, Blue
Score 45mins

Numbers expected
Autumn and Spring series. Anywhere between 50 and 100, average 75. Half are school groups
Summer series. Between 90 and 120. Fewer schools but many from other clubs.
We use the numbers pre-registered but add on extra for EOD.

Entry, pre-entry, Pre payment etc
MDOC are using Racesignup.co.uk for entries. This requires people to register to run (and pay) BEFORE the event. So, unless they need to borrow a dibber, they can go straight to the start for their run (but White and Yellow maps are usually at Registration).
Closing date for registering will be the evening before the event. EOD will be on offer on the day while there are maps available.

Who in the club does what to make events happen?

Fixtures Secretary and series coordinator decide on dates and areas and get permission.
Fixtures Secretary registers the event with BOF, and deals with BOF levy after the event.
Series Coordinator ensures that the Racesigup pre-entry system is set up.
Mapping Officer provides latest map. Also provides and helps with Condes Planning Software
Print Manager produces the number of maps requested and advises on numbers
SI Manager advises on what boxes to use and provides them on the day.
Webmaster puts details and results of events on the club website. Also keeps copies of previous Risk Assessments.
Computer team need course details in advance of the event. Also bring along and run computers on the day (usually full computer system in the summer and the simple printout kit for the park events).
EOD Payment App. For credit/debit card payments
Stores Manager advises on stores needed and arranges with planner and organiser when to collect and return everything to Stores.
Social Media team (Twitter and Facebook) distribute any advertising you give them.
Treasurer helps with any event expenses and any cash from the day.

Stores is the crypt of St Aidans United Reformed Church at Palatine Road/Parkfield Road, West Didsbury M20 6DA

First steps for Planner, Organiser and Controller (in conjunction with the Series Coordinator)

Get the map from Mapping Officer, with information on out-of-bounds areas and any known problems in the area especially safety concerns.
Talk to each other and decide what car parking to use and where "Assembly", Start and Finish will be.
Make contact with Park Ranger if there is one.
Decide exactly what courses to put on, with assessment of lengths/ running times/ number of controls. If there is a technical score event decide the format.
Give outline details to Fixtures Secretary for BOF Registration, and to Webmaster for club website.
Get a previous Risk Assessment from Website Manager and agree on who is going to complete it.
There is a dedicated e-mail address for the series which forwards any mail to the series coordinator only

ORGANISER

Organiser – in advance of the event

See First steps.
Check out loos, and arrangements at Assembly. Is there room for a tent or gazebo?
Find a First Aider from the attached list.
Use *mdoc@simplelists.com* to ask for helpers, including people to put out and collect controls (planner to say how many wanted).
Try to get some "new" helpers.
Send out a helper list giving jobs and timings for arrival and departure. Allow for helpers who also want a run.
Check all equipment provision with Stores Manager and Computer team.
EOD Card Payment, check who has the payment App on their phone
Arrange a visit to Stores. Do computer items need collecting or will they just appear on the day?
You might like to use SimpleLists to send out a reminder that pre-registration will be closing soon.
Liaise with Print Manager about map numbers and how the maps will get to the event.
Write notices giving course details and safety instructions for display in A-boards at Assembly.
Publicity is a good thing but very hard to do. Maybe approach local schools or organisations.
Give Social Media team some good blurb.
Consider putting up notices in advance at the park, but only with clearance from park ranger.
Have information on nearest hospital, in both map and How-to-get-there format. Download an Accident Report Form.

Organiser – on the day

Put out road signs from the point mentioned in the event details. Or get a helper to do it – it takes longer than expected.
Set up Assembly, Registration and club banner, including tentage.

Timing

Autumn/Spring. Registration is officially from 10.15 to 11.45, with starts from 10.30 to 12.30. (For parks which host a ParkRun, competitors are advised not to arrive before 10.00)
But be flexible, with both start and finish times. Courses close at 13.15 and be careful about collecting in controls before then.
Summer. Registration from 17.00 to 18.30. Starts from 17.39 to 19.00. Flexibility as above. Courses close 20.15.

Fees 2026-27

Park series Autumn and Spring	Seniors £6, juniors £3.
Summer series	Seniors £7, Juniors £3.
£1 discount for MDOC members	
People who help and run	Seniors £2, Juniors £1 with no further discount

Second map £1 (for second runs or shadowing). Be aware of number of spare maps available.
There is no charge for borrowing dibbers but warn people that there is a £30 charge if not returned.
For EOD and where a pre-payment system is not used, payment by card is preferred, but be prepared to accept cash.

Control Descriptions

We do not use loose CDs at our Local events.

Entry on Day

It is limited by the number of extra maps that have been printed. Essential to keep a list so that no pre-registered people are left without a map.
EODs must fill in a paper registration slip. Ensure it includes all names for pairs/accompanying parents etc. Pay by cash or card.

Meet and Greet

There should always be someone around to spot and help newcomers. And be generally friendly to all! (We got good marks for this in a secret survey)
If a total novice comes who needs an introduction to what orienteering is all about including O-maps, it is probably better to find a suitable regular orienteer to take over the necessary instruction.

Registration

1 or 2 people needed to: if required, collect Fees using payment app for EOD, and add their name to the pre-registration list.
List of pre-registrations will be supplied by Computer team.
Cope with EODs.
Hand out borrowed dibbers if allocated by the pre-entry system. If not pre-allocated, use either paper or the computer (summer) to link number to runner's name.

Hand out White and Yellow maps.
If no computer, then all competitors need to be checked out at start or registration, and then checked in as finished at download.

The Start

2 people needed to put up and man the Start. (1 person can do it alone when the first rush has died down). It may need an extra helper for newcomers doing the Score Course.
Clear Box goes on a stake.
Check Box is held by the Start Official to ensure everyone has cleared. Official should remind people to dib the Start Box.
Start Box is on a stake. Then the Map Boxes. Then the start kite. Map Boxes with labels can go on the ground.
Do not allow any starters until you have clearance from the planner or controller that all controls are in place.
If no computer then all competitors need to be checked out from the pre-registration list.
If there are lots of people hanging around waiting to start, consider opening the start early, if you have planner clearance.
It is the Start Officials job to keep people on the same course at least 1 minute apart.

Starting the score course if there is one

Maps should be available for viewing before the start and help should be available for any complete newcomer. No need to stick to rigid 1-minute interval start times.

The Finish

Get someone to set up the Finish. Ensure it is in place before the first competitor starts.
It is not necessary to man the Finish, but to have someone there makes a friendly event. They can remind finishers to download, and if necessary, explain where it is.

Download

1 person needed. The box is probably sited in the Registration tent or on a nearby table.
If no computer then competitor needs to be checked in as having finished.
We do not offer on-the-day results but everyone gets their Split Times. Computer team usually get the Results Lists on the club website by the evening of the event.
At the Summer events we sometimes have results on a computer screen

Organiser – after the event

Clear up! No litter to be left on site! Maintain our good reputation!
Arrange with Stores Manager when to return equipment to Stores. Tell them about any problems with stores. Co-ordinate with Planner.
If you have any expenses or cash, talk to the Treasurer.
Give Webmaster the Risk Assessment.
Should there have been an accident of any sort, get the Accident Report form completed and give it to the Fixtures Secretary.
If you want to make any comments about the event, give them to the Webmaster for inclusion with the Results.

PLANNER

Planner – in advance of the event

See First Steps as above

We hope that all planners will use Condes Course Planning software (talk to Mapping Officer about this). If you don't feel able to learn this, it is possible to do everything on paper and getting someone else to create the computer version.
Some experienced planners like using OCAD Planning software, but we have a limited number of expensive licences.

How to be a planner!

1. Armchair planning
2. Go to the area and check all sites + alternatives, and assess accuracy of the map. (See below for tagging sites)
3. Talk to Controller and agree courses and timing.
4. Create your final course files. Create control descriptions to go on the map. Send all this to the Print Manager in good time (arranged in advance).
5. No course should have more than 30 controls.

Notes about planning

Tagging control sites

Good practice says that you tag all control sites to help both the Controller and people putting out controls on the day.
But park rangers sometimes consider this to be littering, so we suggest that you restrict tagging to sites where there is any doubt about control positioning e.g. in a re-entrant where the public is unlikely to go.

Control Descriptions Please use words for White, Yellow and Orange courses, pictorials for everything else.
Include course closing time on the map (Autumn/Spring 13.15, Summer 20.15)
No loose control descriptions required.

Map. If you find the map inaccurate, you can ask the Mapping Officer for help. (You either do corrections yourself or someone does them for you)

Planning the Autumn, Spring and Summer Series

Plan conventional Colour Coded Courses as listed above. Guidelines available on BOF website – search for Course Planning. Also, on MDOC website under Resources.
Long Light Green (in the Spring) is unconventional, but necessary because our parks are not large enough or technically hard enough to be classified as Green. These courses will usually be the Light Green course with a foray into an adjacent urban area to give a 5 or 6 km run (45 minutes for fastest runners).
Very Short Green (in the Summer) does not need to be a separate course, just Short Green with a loop cut off.

Extra course in the Summer (and maybe in Spring)

Plan a score course using existing controls of about 20 controls. Never more than 30 controls.
Competitors can run the score event, with a 45-minute time limit. Each control is worth 10 points and there is a 5 point penalty for each minute or part minute over the 45 minutes.
Try to use the Colour Coded Course controls.

SI Box numbers.

You must ask the SI Manager what box numbers to use. You will be given you a set of numbers appropriate to the Series.

Helpers

Either arrange who will help you put out controls on the day or tell your Organiser how many helpers you need.
Tell your Organiser how many helpers you would like to collect in the controls.

Planner – on the day

Putting out controls

This should be done on the day, not in advance. You should find experienced people to help you, and your controller will usually help.
Check with SI Manager about controls being "awake".
Consider tagging control sites in advance if there is any danger of a control being wrongly positioned.

The event cannot start until you have told the organiser that all controls are in place. Aim to do this 15 minutes before the first start time (Parks 10.15, summer 17.45)
Guidance. For Saturday events, maybe 3 people starting at 8.30. Allow longer for Summer with more controls further away.

Equipment
Ask SI Manager how to get hold of the SI Boxes. Control Boxes may come separately from the Clear, Check, Start and Finish Boxes.
Stakes, kites, gripples (for urban controls), elastic bands, etc are kept in Stores.
Contact Stores Manager to arrange collection, preferably at the same time as the Organiser.

During the event
Hang around the Assembly area. You might need to go out and replace a missing control.
Please talk to finishers about the map and the courses, especially beginners.

Planner – after the event

Collect controls
You need to devise a plan to get controls in quickly. Organiser should have found people to help.
Return everything to Stores, liaising with Organiser.

Contemplate whether the results match your expectations!

CONTROLLER

Although BOF and Insurance do not actually require a Controller for Local Events, MDOC has chosen to have one for every event.
What is required of the controller depends on the experience of the Planner and Organiser.
These notes start with a section called First Steps and it is hoped that the controller will be fully involved at that stage.
Thereafter a novice planner might need (and appreciate) a lot of help and guidance.
Experienced planners need very little help, but the Controller should ensure that the event follows the pattern of the Series.

EQUIPMENT CHECK LISTS

For Organiser

From Stores
Pop-up tent. (but this is usually kept by Julie at her house) or Gazebo (David Wathey)
Road signs with string
1 large table and 1 small table for Registration and Download (2 big tables in the summer)
3 chairs
Start kit and Banner (includes stakes for Clear and Start + kite)
Finish kit and Banner (includes stake for Finish box + kite)
MDOC Feather and mallet
MDOC Start and Finish feathers, if preferred.
Big notice saying "Orienteering Here Today" (David Wathey normally puts it some days/weeks beforehand)
A-board for course information
Registration sign, Download sign and Download reminder sign and some other regularly used notices
A few pens that *work*
(Box of publicity material and envelopes for potential members)
To the Start signs
Tape and pegs for start area (laid out on the ground)
Boxes + Labels for maps
First Aid kit + clean water supply (Julie normally keeps this at her house)
Some polybags, sticky tape, scissors and all the other useful things in "Jim's box"

EOD Card payments
Check who is coming with the Payment app on their phone

From Computer team. They may deliver it on the day
Registration slips for EOD
Box of dibbers
Sticker badges
Printout Kit (or computers in the Summer).
Clear, Check, Start and Finish boxes - check who is bringing them, the Computer Team or the Planner

From the Print Manager
Pre-printed maps.

And provide
Digital watch for the start
Cash Float. Include a few 50p coins, and notes to allow for people offering a £20 note.

For planner

From Stores
Yellow stakes, blank kites.
Elastic bands for securing the SI boxes to the stakes.
Gripples for fixing controls, if required

From Computer team
SI boxes required, with spares for these in case of failure.

Planning Guidelines

BOF Website – search for Course Planning. Lots of information available
MDOC website – Resources – Information for event organisers and planners – advice on planning white courses and advice on planning Yellow course (with thanks to Barry Elkington).
The Barry Elkington documents are brilliant advice with practical examples for novice and occasional planners alike – PLEASE read them before you start.

- https://www.britishorienteering.org.uk/doc/resource-library/planning-courses/planning-white-courses pdf (Barry Elkington)
- https://www.britishorienteering.org.uk/doc/resource-library/planning-courses/planning-yellow-courses pdf (Barry Elkington)
- https://www.britishorienteering.org.uk/doc/resource-library/planning-courses/planning-orange-courses pdf (Barry Elkington)
- https://www.britishorienteering.org.uk/doc/resource-library/planning-courses/planning-light-green-courses pdf (Barry Elkington)
- https://www.britishorienteering.org.uk/doc/resource-library/planning-courses/planning-green-courses pdf (Barry Elkington)

WHITE Technical Difficulty (TD) 1
Very easy, intended for young novices. About 1.0 to 1.9 km.
Most should finish in 15 to 40 minutes.
Control sites are path bends and junctions, fences and not much else. Use tapes if necessary.
DEFINITELY NO POINT FEATURES.
There should be a control at every "decision point", e.g. a path junction where you turn right or left
Essentially a guided path route, suitable for very short legs and wheels
Maximum distance between controls 200m.

YELLOW TD 2
Not much harder than White, length about 2.0 to 2.9 km
Most should finish in 25 to 45 minutes.
Control sites can extend to streams, clear veg. boundaries and other line features. No point features.
Virtually no route choice but doesn't require a control at every decision point.
Ideally two decision points per leg, so controls can be on path bends to help achieve this.

MDOC qualified First Aiders
Julie Brook
Cecilia Fenerty
Peter Hayes
Rebecca Glen
Paul Jarvis
John Kewley
Alain Kyd
Dave McCann
Tony Wagg
David Wathey
Any doctor

(THIS SECTION MAY BE DIFFERENT FOR EACH SERIES)

Fixtures Secretary	Sue Birkinshaw
Series coordinators	Autumn Chris Rostron, Spring TBA, Summer TBA
Mapping, Print, SI equipment	Eddie Speak
Webmaster	Julie Brook
Computer team	Eddie and Julie
Payment App	Eddie and Trevor Roberts
Racesignup set up	Trevor Roberts
Stores	Julie (Tony Wagg also has keys)
Social Media	Rebecca Glen, Paul Watson, Matthew Snarr and Hanno Rostron
Treasurer	Guy Lingford