

# MDOC LOCAL EVENTS - Notes for planners and organisers Autumn 2018

We are going to have 5 Saturday morning events this Autumn. Chris Rostron will be the co-ordinator to help and advise as needed.

How many people to expect? It may be 20 or 100 (average 50) often including 2 main school groups, namely Fallibroome and Cheadle Hulme School (CHS).

## The format of the events:

White, Yellow, Orange and Light Green

Long Light Green using urban areas, for Adults and 16+ only.

## GENERAL TIPS

### Club Website

A lot of the information referred to in these notes is available on the Club Website.

Select Club info, then Resources at the right hand side.

Then Information for Event Organisers and Planners and read more

### Computing

Use SI boxes. Use the "Printout Kit" which gives timing and splits but no on-the-day results. One of the club's computer people (normally Julie Brook) will produce the results a day or two after the event, using the Kit record and the registration slips. If Julie is not available, she will arrange an alternative.

Registration slips are provided with the Kit and should be filled in clearly.

### Don't allocate start times

Let competitors queue up at the start and give the responsibility of organising it to the start official (including Clear, Check and Start punching)

### We use waterproof paper for our maps.

Control Descriptions are printed on the maps and we DO NOT usually provide loose copies.

The number of maps to provide is a matter of guesswork – the co-ordinator will advise, and we usually print too many – and even re-cycle if necessary.

**Permission for events** is the responsibility of the Series Coordinator, but it helps if you can make direct contact with the Park Wardens/Rangers as they are often not the people giving the permission – Town Halls usually do that.

**Publicity - VITAL.** Dave McCann and/or David Wathey can put posters on our website for members to download and display. If you can manage to display only a few, it must help to get some new people along. Try to get other club members to help with this. Local papers may be useful. If the Park has a Visitor Centre the event can be advertised there. Tell local schools?

Please be careful if putting up any posters in the parks. We got into trouble once at Bramhall – they only wanted them on official notice boards.

David Wathey has produced a banner which can be used for advance advertising. It includes the date of the event in the park in which it is displayed. Ask him about it.

The Club website will have event details. There is a dedicated e-mail address for the series – [autumn2018@mdoc.org.uk](mailto:autumn2018@mdoc.org.uk) - which is diverted to the co-ordinator – so you won't get e-mails.

## ORGANISER INFO

What the Organiser needs to do

### In advance of the event:

#### Check with the co-ordinator the exact location of the parking

Go to the area to check out parking/loos/registration/start and finish areas.

Check the draft Risk Assessment used by the Coordinator to obtain permissions, in conjunction with the planner and controller, if there is one. If you need an earlier version from the club's archive ask Julie to look for it, but please think seriously about it yourself.

Ensure that one of your helpers is a First Aider (List attached at the end of this document).

Arrange with Pete Lomas about collecting equipment from Stores in Didsbury. If possible go at the same time as the planner.

Write appropriate notices for courses available, safety notes and any other information you think necessary.

Check who from the Computer Team are bringing the Registration slips, Box of dibbers, Printout Kit, Clear, Check, Start and Finish boxes.

Ask the planner how many helpers he requires for putting out and collecting controls.  
Find helpers. It would be good if you could get a few people to help who don't usually offer. Sending out a message via "simplelists" only gets the usual people. You could try a few phone calls even though it is time consuming?

### **On the day:**

Put up road signs from the point mentioned in the event flyers.  
Marshal the car parking if you feel it to be necessary.  
Put up tent, if required, and feather banner or large CATI banner or both.

### **Registration**

Officially 10.15 to 11.45 but first arrivals often arrive from 9.30 unless there is a parkrun when they are advised not to arrive before 10:00.

Start times 10.30 to 12.00, but be fairly flexible.

Fee: Seniors £4, Juniors and students £2. Second map (e.g. for shadowing) 50p.

No charge for dibber loan but £30 Fee if lost.

Float will be needed.

Put the registration slips and lots of (working) pens on a table, outside unless raining.

At least one person hovering to help people, especially any newcomers.

1 or 2 people on registration to:

Check slips, ensuring that **all names are on the slips** and that **they are legible**

**Note** if people are doing the course in pairs or groups (This is an insurance requirement)

Collect money.

Hand out dibbers (recording the number and warning that they cost £30 if not returned).

No start times allocated.

Give out White and Yellow maps. Orange and Light Green maps are put at the Start.

### **Start**

Set up Start, and arrange manning.

Provide Clear and Start boxes (on stakes).

Check box should be held by the Official to check that all competitors have cleared correctly (especially newcomers).

Official reminds about dibbing Start Box.

If there is a large crowd a second person can help.

### **Finish**

Set up Finish, with Finish box on stake.

Not necessary to man it, but good if you can (newcomers feel more welcome)

Download in tent, manned by whoever is around.

No on-the-day results. (Putting results on the website will be done by the computer team after the event).

### **Control Collection**

The planner's responsibility to organise the collection, however it is the organiser's responsibility to get the people.  
You can try getting people who have taken part to do this job.

### **After the event**

Return everything to Stores, unless instructed otherwise by Pete Lomas.

Report any damage to equipment, or any problems you have had.

Do accounts and send spare cash to the Treasurer. (currently Alan Ogden but check with Coordinator).

Send a copy of the Risk Assessment to Julie Brook for the club archive.

Complete an Accident Report Form if necessary (unlikely, but can happen). Ask the co-ordinator what to do with it.

Send any comments you would like to make, to the computer team for inclusion with the results.

## **PLANNER INFO**

What the Planner needs to do:

### **Check with the co-ordinator the exact location of the parking**

Use SI boxes in the range 101 to 140 mounted on light weight green stakes or use gripples to attach controls to street furniture for the urban element.

### **Plan**

White, Yellow, Orange and two Light Green courses. One that 16- children can do and one for Adult and 16+ children that should include some urban area

Please read the information on the BOF website (see below for how to find it). Some loops can be incorporated, i.e. one control can be used 2 or 3 times with loops going out from it. This is NOT butterflies – everyone does the same course.

Ask Eddie (map librarian) for the latest version of the map for your area unless the coordinator has already sent it to you. He will either send it as a pdf or as an OCAD file (together with the MDOC Condes software keys for planning unless you wish to plan in OCAD). Discuss this with him

Read the blurb on this sheet carefully and ask the co-ordinator for help if it doesn't make sense. Read the guidelines for planning courses (see below).

Armchair planning must then be followed by a visit to the area looking at your suggested (and alternative) control sites. This reduces the number of potential visits to the area. Talk to your controller at this point (or the coordinator if there is no controller). We would like to suggest that you tag control sites at this point; this would help the controller and the team putting out controls on the day, as well as being good practice. But the rangers might consider that we are littering the public parks, so probably best just to tag sites where there is any doubt about the control positioning e.g. in a re-entrant with undergrowth where the public is unlikely to go.

Decide on Start and Finish locations (with organiser). These should be as near as is sensible to the Registration area.

If you haven't got the Condes Software then you just download it from the web (the club key has been sent to you by email) and use the OCAD file as the 'Canvas' to initially print the map.

Learn about using Condes planning software.

Talk to the co-ordinator about getting going with it. This is perhaps the hardest part of the planning job – the first time you do it. It is NOT essential that you learn how to use planning software (The Co-ordinator can get someone to produce the electronic versions for you) but the more people who know how to use it the better.

If you find things wrong with the map that are relevant to your courses, you can either get hold of the club's OCAD version held on a dedicated PC, do the amendments, RECORD what you have done and send the updated file to Eddie. If you feel you can't do map changes yourself you can send them on paper to the co-ordinator who will arrange for a mapper to get involved, if he can't do it himself.

**Create the control descriptions**, using words not pictorials – again, you may need help to do this. Please include date and course closing time. You can use pictorials for Lt Green, but definitely not for the other 3.

**Course Closing Time.** Every map must say on it what the closing time is.

We suggest you put 13:15 and possibly a notice saying that controls will be collected progressively from 12:45.

Tell your organiser what courses and course lengths you have planned for making notices.

Either ask the co-ordinator to make arrangements for getting the maps printed with Eddie or ask Eddie directly. They should be done AT LEAST TWO WEEKS BEFORE THE EVENT as Eddie who normally does the printing works away from home a lot.

Collect, or arrange collection of SI boxes (including Clear, Check, Start and Finish) normally with Julie or Eddie arrange with Pete Lomas about collecting equipment the stakes, kites, gripples and elastic bands from Stores in Didsbury.

If in doubt, check with the coordinator.

Talk to friends and other useful people to help you put out the controls on the day. 3 people should be able to do the job in about one and a half hours.

Otherwise, tell your organiser how many helpers you require for putting out and collecting in controls well before the event date. The organiser will then find the helpers for this. We don't usually make these helpers non-competitive.

Hang around initially at Finish or Download in case of any problems, later be helpful, e.g. on the Start.... until courses close.

**Devise a plan** for getting controls in as quickly as possible. Your organiser should have found helpers for this.

Tidy everything up and return as requested by your organiser.

After the event, send map and planning files to Eddie Speak for RouteGadget (and the club archive), and any comments to the Computer team for the Results.

## CONTROLLER INFO

What the Controller needs to do:

That is up to the person doing the job! But please remember that these are Level D events which are not actually required to have a controller.

Providing planning assistance in advance for novice planners is an essential part of the role, together with ensuring that the event follows the pattern of the series.

Send any comments to the computer team for the Results

## EQUIPMENT CHECK LISTS

### For Organiser

#### From Stores

Road signs with string

Pop up Tent + hammer for pegs, if required

2 large tables and 1 small table for writing entries depending on numbers expected

2 or 3 chairs

Start kit and Banner (includes stakes for Clear and Start + kite)

Finish kit and Banner (includes stake for Finish box + kite)

Come and try it Banner, Orienteering here Banner, leaflets etc

MDOC Feather

A-boards for course information

Registration sign, Download sign and Download reminder sign and some other regularly used notices

Lots of pens that *work*

Box of publicity material and envelopes for potential members.

To the Start signs

Tape and canes for start and finish areas.

First Aid kit + clean water supply

Some polybags, sticky tape, scissors and all the other useful things in "Jim's box"

**From Computer team**, probably Julie, and they may deliver it on the day

Registration slips

Box of dibbers

Printout Kit

Clear, Check, Start and Finish boxes - check who is bringing them i.e. the 'Computer Team' or the planner with the other SI boxes.

**From the Map Printer**, probably Eddie but check with co-ordinator

Pre-printed maps.

#### And provide

Digital watch for the start

Cash Float (including lots of £1 coins and £5 notes) in a suitable box.

Bottled water – as above for First Aid.

### For planner

#### From Stores

Lightweight green stakes, blank kites.

Elastic bands for securing the SI boxes to the stakes.

Gripples for fixing urban controls

**From Computer team** – normally Eddie

SI boxes required, with spares for these in case of failure. The Clear, Check, Start and Finish boxes unless the Computer Team will be bringing them along on the day.

## Planning Guidelines

BOF Website – Downloads – Event information – Appendix B course planning OR

MDOC website – 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 as from experience I regard them as ESSENTIAL reading.

To summarise:

#### 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.

## **ORANGE TD 3**

Getting harder. Controls can be on any line feature, prominent point or contour feature, but these should be easily found from an attack point on a line feature. There should be a collecting feature close behind all controls that are not on a line feature.

Simple route choices. Legs of different lengths. Corner cutting options. Short cuts using basic compass skills.

Length about 2.5 to 3.5 km

## **LIGHT GREEN TD 4**

Given that these events are in parks, it is likely that the course will be as technically hard as it is possible to plan.

Skills to test are

Navigate long legs on a rough compass bearing to a collecting feature.

Fine orienteering on short legs using an accurate compass bearing.

Navigate for short distances using simple contour features – hills, ridges, large reentrants and spurs

Length 3.0 to 4.0 km

## **LONG LIGHT GREEN TD 4**

Each area has an urban section to allow for longer courses. How you use this is your choice, but a lot of the course can be the same as the Light Green.

Length 5.5 to 6.5 km

## **MDOC qualified First Aiders Spring 2018**

Pete Lomas Rae Lomas Julie Brook Sue Birkinshaw Rebecca Brimage Dave McCann Vicky Thornton

John Kewley Alison Doyle Andrew Gregory Margaret Gregory Tony Wagg Sam Drinkwater

Liz Hamer-Davis Jan Ellis Alan Ogden Clare Griffin