

MDOC LOCAL EVENTS - Notes for planners and organisers Summer 2021

We are going to have 3 evening events this Summer. Tony Wagg will be the co-ordinator to help and advise as needed.

How many people to expect? Probably between 90 and 150, but could even be higher after a year with no events.

The format of the events:

Standard colour courses up to Blue. But Brereton is so small that it may need variants for Green and Blue courses

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.

Please read the section on Insurance.

Computing

We expect to use a full computer system (but without immediate on-screen results). Check with Julie.

Ian Watson will be running a new app he has written for live results on mobiles.

Entries and start times (in a covid world)

Everyone will have to pre-register using mdocentry.org.uk

This system allocates start times in a covid-acceptable way. Pay by card on the day using an iZettle card reader.

Numbers can be limited if necessary. Probably no EOD

Covid-safety

There are several special requirements this year to ensure that we meet BOF covid-safety rulings. As these rulings keep changing, these notes are not precise on what is required. Ask Tony for the latest update.

Maps are printed by Eddie after discussion with planner and organiser.

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

Given pre-entry, we know how many maps to print. Allow a few spare for errors and requests for change of course.

Risk Assessments

The provision of a full RA (including, this year, a covid-RA) is the responsibility of the Organiser, but the Planner has to provide input on the (forest/terrain) aspects of the event.

In addition BOF registration and Insurance require that someone else checks that the RA has been properly completed. This can be the Controller or someone nominated by the Fixtures Secretary and the series co-ordinator.

(For organisers and planners who have only recently completed the BOF on-line Safety Course, that person is Ian Gilliver)

Permission for events is the responsibility of the Series Coordinator, but it helps if you can make direct contact with the Rangers. Tony will provide details.

Publicity

It is unlikely that any will be needed this year. Most events are filling up as soon as they are open for registration. Tony and club committee will advise if publicity is thought necessary.

The Club website will have event details. There is a dedicated e-mail address for the series summer2021@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:

Together with Tony, set up the event on the mdocentry website. Check who is going to print off appropriate competitor lists for use on the day.

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

Create the Risk Assessment and the special Covid-RA as explained above.

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

Arrange with Pete and Rae 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 is bringing the equipment, including Box of dibbers, Clear, Check, Start and Finish boxes. Tell them if there is more than one Start.

Check who is bringing the iZettle reader.

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.

Registration

Everyone is pre-registered but has to pay using a card and the iZettle reader and computer.

(Cash straight into a box with no change given may have to be allowed).

You need to set up a covid-safe-queue for this, with a marshal.

Fee: Seniors £5, Juniors and students £2. Second map (e.g. for shadowing) 50p.

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

1 or 2 people on registration to:

take the fees and tick off the pre-entered names.

Please note that one of these people must have been trained in the use of iZettle and its software.

Please note that our insurance requires that we know the names of everybody who is taking part, so we need names of **accompanying parents and of all pairs and groups**.

This is not covered by the mdocentry system so needs to be done manually at registration.

Hand out dibbers as allocated on the mdocentry system print-out.

Warn that they cost £30 if not returned.

Give out White and Yellow maps. All other maps are picked up at the start.

Start

Set up Start, complying with social-distancing rules. Arrange manning.

Provide Clear and Start boxes (on stakes).

Check box is usually held by the Official to check that all competitors have cleared correctly (but this year it may be preferable to have to check box on a stake too)

Official reminds about dibbing Check and Start.

Check constantly that people are staying well apart.

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 registration area. Best to man this so that only one person uses the equipment

Control Collection

The planner's responsibility to organise the collection, however it is the organiser's responsibility to get people to help.

First Aid

We are required to have a qualified first-aider (or a doctor) at every event. Ensure that they know to record anything they do in the book provided.

After the event

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

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

Do accounts. Entry fees will have gone direct to the bank, but you may have expenses to claim from the Treasurer.

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:

Use SI boxes (ask Eddie which numbers to use) mounted on light weight yellow stakes and/or use gripples to attach controls where you consider them vulnerable to vandalism

Plan

This summer we are offering White, Yellow, Orange, Light Green, Very Short Green, Short Green, Green and Blue.

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.

Create the control descriptions. Words for White and Yellow, Pictorials for the rest.

Course Closing Time. Every map must say on it what the closing time is. Check with Tony, but probably 20.15

Safety. Please put a phone number on the map for emergency use. Probably the organiser's.

Tell your organiser what 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. Arrange in advance what the printing deadline is.

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

If in doubt, check with the co-ordinator.

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. It is often possible to start collecting some controls before the course closing time, but this has to be done with care after consulting with the computer people who may still be out on a course.

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

At the event you need to have:

A copy of the BOF Insurance document (in case an irate local demands to know what is going on)

A map of the nearest hospital and written instructions of how to get there

A copy of the signed-off risk assessment and the covid-risk-assessment

From Marie

IZettle card reader and associated gear

From Stores

Road signs with string

Pop up Tent + hammer for pegs, if required (**NB Julie Brook normally has this**)

Tables - 1 large and 2 small to cater for registration and full computer system

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)

MDOC Feather

A-boards for course information

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

Box of publicity material and envelopes for potential members.

To the Start signs

Tape and possibly 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"

Covid-special sprays and wipes.

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

Box of dibbers

Computer. (This year we will NOT be using a large screen for immediate results)

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

Box for possible cash

Bottled water – as above for First Aid.

For planner

From Stores

Lightweight yellow stakes, blank kites.

Elastic bands for securing the SI boxes to the stakes.

Gripples for fixing vulnerable 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 we 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

TD5

As hard as you can. Winning times should be about 45 minutes

MDOC qualified First Aiders Spring 2021

Alison Doyle, Tony Wagg, Sam Drinkwater, Julie Brook, Nathaniel Booker, Stella Heap, Cecilia Fenerty,