

MDOC LOCAL EVENTS - Notes for planners and organisers Spring 2018

We are going to have 4 Saturday morning events this Spring. Alison Doyle will be the co-ordinator to help and advise as needed.

How many people to expect? It may be 20 or 100 (average 50).

The format of the events

White, Yellow, Orange and Light Green

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

General tips

Computing

Use SI boxes. Use the "Schools Kit" which gives timing and splits but no on-the-day results.

One of the club's computer people will produce the results a day or two after the event, using the Kit record and the registration slips.

Registration slips are provided with the Kit.

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 DON'T usually provide loose copies. We provide an excess of maps, but are prepared to re-cycle if demand is higher than expected.

Permission for events is the responsibility of the Fixtures Secretary (Sue Birkinshaw), 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 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 at Bramhall last year – 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 which is diverted to the coordinator – so you won't get e-mails. Spring2018@mdoc.org.uk

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.

Complete a Risk Assessment in conjunction with the planner and controller. There may be an early version on the club website which you can make use of, 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.

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?

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 and feather banner or large CATI banner or both.

Registration

Officially 10.15 to 11.45. There is a request that nobody should arrive before 10.00 to allow for Park Runs in many of our venues.

Start times 10.30 to 12.00, but be fairly flexible. Courses to close at 13.15

Fees: Seniors £4, Juniors £2.00, Extra maps 50p.

No charge for dibber loan.

Float will be needed with lots of £1 coins, and plenty of £5 notes (to allow for the first arrivals presenting £10/20 notes)

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 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 Lt 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.

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

Essential to get some people for this job, often people who have taken part.

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 Treasurer Alan Ogden.

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 Coordinator what to do with it.

Send any comments you would like to make to Eddie/Julie for inclusion with the results

What the Planner needs to do:

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

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. 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 guide lines for planning the courses.

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 (or the Co-ordinator if there is no controller) at this point. 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 these 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).

Talk to Eddie Speak about what SI equipment is available. Probably new boxes which don't need any programming, and light weight green stakes. Numbered probably 101 upwards.

Learn about using Condes or OCAD planning software.

Talk to Eddie (or Dave Mawdsley) about getting going with it – you need a club “key”. 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 (Eddie can 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 OCAD, do the amendments, RECORD what you have done and send the updated file to Eddie, or you can send them on paper to Eddie and he will do them.

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 courses.

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.

Eddie Speak now prints the maps BUT he works away a lot so check via Co-ordinator his availability.

Collect, or arrange collection of SI boxes (including clear, check, start and finish), stakes, kites and elastic bands.

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. 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 any comments to Eddie/Julie for the Results.

What the Controller needs to do (if there is one):

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

Comments to Eddie/Julie for the Results

Equipment check list

From Stores

Road signs with string

Tent + hammer for pegs. (The most suitable tent is the pop-up one which is usually held by Julie)

3 tables

2 chairs

Banners (Orienteering Here, Start, Finish) and/or MDOC Feather.

A-board and other blank boards for course information

Registration 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 Eddie or Julie, and they may deliver it on the day

Registration slips

Box of dibbers

Mini-printer Kit

From Eddie Speak probably via the Co-ordinator

The pre-printed maps. Need to discuss with Eddie or the Co-ordinator how many to print.

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

Mounting stakes, blank kites

Maybe hammers and the iron spike (but the green stakes have a foot step for planting them)

Elastic bands for putting boxes on stakes.

Gripples for fixing urban controls

From Computer team – as above

SI boxes including Clear, Check, Start and Finish, with spares for these in case of failure.

Planning Guidelines

There is a lot of information on the BOF website, but it is easier to go to the Club Info section of the MDOC website – ‘Information for Event Organisers and Planners’ page.

Lots of hints on planning the different colour courses by Barry Elkington.

To summarise:

WHITE Technical Difficulty 1

Very easy, intended for young novices. About 1.0 to 1.5 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.

YELLOW TD 2

Not much harder than White, length about 1.5 to 2.0km

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.

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.

Length about 2.5 to 3.0 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.

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