

# **MDOC SUMMER EVENING EVENTS - Notes for planners and organisers**

## **Summer 2018**

### ***NEW SPECIAL INSTRUCTIONS FOR THE BOF 2 FOR 1 SCHEME***

***McCain and Nestle are encouraging their “eaters” to do some sport, by offering 2 entries for the price of 1 for various sports.***

***BOF have signed up to be one of the available sports and we have to implement the scheme.***

***Those who turn up to one of our events with the appropriate proof (not sure what it will be) get one free entry. The club does NOT have to pay BOF levy on the entry so we MUST identify these entries.***

***Each of the 2 people must complete their own registration slip. The free run slip must be marked with a large F (Registration team to do this)***

***The free run is not open to people who are already BOF (and MDOC) members, but a member can bring along a non-member for a free run.***

We have arranged 4 summer evening events for 2018, in conjunction with DEE (they run a league on their events and ours). Tony Wagg is the series co-ordinator and will help and advise as needed.

How many people to expect? For the last few years we have had over 100 at all of these events, 140 at Alderley Edge in 2015.

**The format of the events.** They are registered as Level C events which means they MUST have a qualified controller. You should offer White, Yellow, Orange, Light Green, Green, **Short Green** and Blue. Some areas could accommodate Brown, but, by agreement with DEE, we don't offer it. (Brereton sometimes has unusual formats, but they can still be called Green and Blue).

**We use SI boxes and full computer provision.** We consider that the computing aspect of events is best undertaken by one of our “experts”.

Registration slips are provided by the computer people.

**We rarely allocate start times,** preferring to let competitors queue up at the start and giving the responsibility of organising it to the start official (including Clear, Check and Start punching). There are rarely more than 30 people doing any course, so no marked out queuing system seems necessary.

**We use waterproof paper for our maps,** so no polybags are needed. Control Descriptions are printed on the maps (**without** extra loose ones)

We usually have a printer (+ computer) at these events so that we can meet the very variable demand without wastage.

**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. Tony has the list of contacts.

**Publicity - VITAL.** We hope to have a poster on our website for you to download and put up. If you can manage to display only a few of these, it must help to get some new people along. You could try to get other club members to help with this. Local papers may be useful. If the Park has a Visitor Centre or a Notice Board the event can be advertised there. Tell local schools? East Cheshire have included events in their listings.

The Club website will have event details. There will always be a dedicated e-mail address for the series which is diverted to the co-ordinator – so you won't get e-mails.

## **What the Organiser needs to do**

### **In advance of the event:**

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. (Julie Brook has an archive of past RAs, so it is worth asking her if there is one for your area)

Ensure that one of your helpers is a First Aider (list attached)

***We are required to have a copy of the Risk Assessment at the event, and also to provide information about the nearest hospital both as a map and a written “how to get there” sheet. Please ensure it happens.***

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.

### **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. Remind about parking charges.

Put up feather banner or large CATI banner or both. (Three of the four parks have an indoor area we can use – see equipment list, below)

### **Registration**

For times of registration and starts, and fees to be charged, see the series flyer or the website (first arrivals are often half an hour before registration opens)

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.

2 people (maybe 3) on registration to:

check slips,

collect money and

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

No start times allocated.

Slips to computer person

Keep an eye on numbers so that extra maps can be printed.

Hand out maps. White and Yellow maps are unrolled, Orange to Blue are rolled up.

Extra maps e.g. for parent shadowing cost 50p.

Second runs e.g. for bored schoolchildren, cost 50p and require a new dibber

### **Start**

Set up Start, and arrange manning.

Provide Clear, Check and Start boxes (Clear and Start on stakes)

It is preferable for the Check Box to be held by official to ensure that everyone checks.

(We use Clear to know who is out)

Official reminds about dibbing Start Box.

It needs 2 people to cope with the numbers involved.

### **Finish**

Set up Finish, with Finish box on stake.

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

Download at Registration, manned by Registration team or computer people. Results display (using screens) and putting results on the website are computer responsibility.

### **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 Steve Dempsey.

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

Complete an Accident Report Form if necessary (unlikely, but can happen). Send to BOF and copy to Steve Dempsey.

Send any comments to Eddie/Julie for inclusion with the results

## **What the Planner needs to do:**

Talk to the series co-ordinator about exactly what courses are required. Read the guidelines! Decide Course Closing time (usually 1 hour after last start)

Decide on the **exact** Start and Finish locations fairly early on. (The organiser needs to know these!). They should be as near as is sensible to the Registration area. The start must not obstruct public footpaths.

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

Learn about using Condes planning software. Talk to Eddie (or Dave Mawdsley) about getting going with it – you need the club licence “key”. Some people are using Purple Pen or OCAD.

*If you really can't learn about Condes (or Purple Pen or OCAD) please get in touch with Eddie well in advance and make arrangements for him to transfer your paper courses to the computer.*

Plan the courses!

If you find things wrong with the map that are relevant to your courses and you have OCAD skills, you can borrow the club computer which has OCAD on it, to make changes. (Please remember to document the changes). Alternatively, you can send them on paper to Eddie and he will do them.

Create the control descriptions. Please include date and course closing time. Please use words (not pictorials) for White, Yellow and ORANGE courses. Pictorials for all other courses.

Get courses vetted by your controller. Please be tactful about tagging control sites in advance. Rangers/wardens might consider tags to be litter so probably only tag when it is crucial.

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

Send the electronic versions of the courses and control descriptions to Eddie or Dave Mawdsley for printing.

Export the course data (IOF XML format) and send the export file to Eddie/Julie for setting up the computer system.

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 for the club archive and for RouteGadget2, and any comments to Eddie/Julie for the Results

## **What the Controller needs to do:**

That is up to the person doing the job! But please remember that these are Level C events which are required to have a qualified controller and adhere to certain standards.

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

Lyme, Brereton, and Teggs Nose have indoor facilities, including tables and chairs. This helps a lot with equipment requirements.

At Alderley Edge we have often used a covered area in the car park but you need 3 tables for registration and the computer, and another table for people to fill in Registration Slips before coming to register. Get a few chairs too. *(It is possible that the covered area won't be available, but check this out in advance and bring a tent if necessary)*

Banners (Orienteering Here, Start, Finish) and/or Feathers (MDOC, start, finish)

A-board and other blank boards for course information

Registration sign and some other regularly used notices

Lots of pens that *work*

Box or hook board for car keys

Box of publicity material and envelopes for potential members.

To the Start signs

Tape and canes for start and finish areas, and for routes to them.

First Aid kit + **clean water** supply

Some 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

Computer

Computer + printer assuming map printing on the day.

**And provide**

Digital watch for the start (Official will probably have their own)  
Cash Float in a suitable box, include some 50p coins.  
Water 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.

#### **From Computer team – as above**

SI boxes including Clear, Check, Start and Finish.

#### **From**

Probably Dave Mawdsley. Co-ordinator will have arranged the map printing.  
Pre-printed maps.

## **Planning Guidelines**

Go to MDOC Website, Club Info page. There is a section on Information for event organisers and planners

### **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 2.0 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.

### **ORANGE TD3**

For those progressing from the novice stage. About 2.5 to 3.5 km  
Most should finish in 35 to 55 minutes.  
Control sites include point features near line features (preferably raised) and easy contour features.  
Introduce some route choice via line features or very easy contour features.

### **LIGHT GREEN TD4**

It is aimed at those who want to progress to more technical courses.

### **SHORT GREEN, GREEN, BLUE TD5**

As hard as possible. Adjust lengths to give winning times of 40 to 50 minutes.  
In some areas we have "Technical courses" such as Map Memory instead of these colour courses. You can still work to the same winning times.  
Short Green can often be a suitable part of the Green course, with a different first control.

## **MDOC Qualified First Aiders, Summer 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