AIRIENTEERS - GUIDANCE for ORGANISERS of REGIONAL EVENTS

Updated March 2024 (LC/LF/IM)

Introduction

If this is your first event organising, do not hesitate to ask more experienced organisers for advice. The current fixtures secretary, Leon Foster, can advise you who to speak to. He will also point you in the direction of who will update the website with the event details. Many of the people mentioned here are committee members and their contact details are on the AIRE website.

Look at the Results pages on the AIRE website to find the details of the last event in that area and the organiser whom you could contact. Contact the Dropbox manager (currently Julie Mair) to access information relating to previous events in the area to inform you of any previous issues and give information that may be useful to you.

Have a look at the range of info available on the Aire website: "Event Resources" which can be found in the Information section. No need to re-invent the wheel! A blank event file is there too as an aid memoir for you to use if you find it helpful. It has much of the information below more as a checklist. This is just one example which will suit some and not others.

Permissions for use of the area will normally have been obtained but it is worth double checking. The people responsible are:

- David Williams – all areas within Bradford and Leeds local government boundaries.
- Ian Marshall and Steve Webb – the Dales

Please check with them about who you need to speak to, if at all, in organising the event and liaise with them that all is still well with the landowners a couple of weeks before the event. You may also need to liaise with the landowners/tenants if you are having loos or traders re their location.

Planner and Controller

Once agreeing to be organiser contact the planner (and controller) to discuss parking, starts and finish and which courses are to be provided, particular safety measures and any other details that need fixing early. For National Events we usually provide the full range of courses, except for Long Orange. Very Short Green is usually provided for Yorkshire Superleague events. Liaise with the planner and controller about the courses and they reflect the up to date BOF rules.

- For Regional Classic Distance Events we usually provide White, Yellow, Orange, Light Green, Short Green, Green, Blue and Brown courses.
- For Regional Middle-Distance Events we also provide a Black Course.
- Only provide a Long Orange Course if you are making a determined effort to attract experienced non-orienteering runners.

The planner has responsibility for the start kite, the finish control and for everything in between, including production of the maps and course descriptions. Everything else comes under the Organiser's remit. But DELEGATE as much as possible to your team leaders once you have recruited them.

Event Centre and Parking

The organiser is responsible for finding an event centre and parking. There is usually a previous event which you can look back at to find where the event centre was and contact them to see if it can be used again. In the Dales you will need to liaise, via the permissions officers, with the landowners to establish the location of the event centre and parking. If portable loos and vendors are likely to be located there you will need to obtain their permission.

Check what facilities are available (electric, toilets, café etc), what the potential cost may be, if any cleaning up needs doing after, does the floor need any protection against mud/spiky shoes etc.

Do you need to let local people know about the event - think about the effect of lots of cars or people passing houses? Use social media or local "Friends of …" groups. This can be quite important in some areas as the "Friends of …" can sometimes get very protective of 'strange' things (control marking tape and kites) appearing and have been known to remove these.

In areas where there is dog walking, mountain-biking, or horse-riding, put up signs at access points the weekend before the event. Many dog-walkers/mountain-bikers/horse riders do their activity at weekends so need to be warned beforehand and not on the day of the event.

Publicity and Event Information Ensure the Fixtures Secretary, currently Leon Foster, has your event details correctly entered on the Aire website.

The Fixtures page on the Aire website should contain all relevant information about your event. Send a final update for the website, no later than 5 days before the event, if Leon is not able to do it he will let you know who to liaise with. In final details indicate what procedure is being followed for control descriptions. They should be available in the start lanes. Experience shows that pictorial descriptions are adequate for all classes, although often for White and Yellow courses we use both pictorial and text side by side. Liaise with the planner on this.

White and Yellow course maps are usually collected before the start line. Either at registration or at the start but before the clear/check process.

You could also use our social media accounts (FB, X, Instagram) to publicise the events. Contact *** with the details.

Risk Assessment and Safety Plan

This is a key responsibility for the organiser liaising with both the planner and controller. There is a risk assessment pro-forma on the website for countryside, urban and night events that can be used as an aide-memoir. In Dropbox there should be ones done for previous events to give you a guide. Otherwise, you could contact a previous organiser of the event to get theirs. Update it with your event information and share it with the planner and controller for their input. If in doubt ask – there are plenty of people who can support you. Once it is finalised the controller must sign it off. An email confirmation is fine. David Williams will require the risk assessment to send to Bradford Council before the event as part of their permissions process.

Similarly with the Safety Plan, update a previous one. Make sure you share this with the relevant team leaders and that contact information is shared.

Depending on the event, inform the local police (Police Liaison Team Officer) and/or mountain rescue service.

Download from our website (useful documents) the current BOF insurance policy and a couple of Accident Report forms (there may already be some in the organiser box).

Helper teams.

The Future Events List on the "Useful docs" page will tell you which helper group will be active for your event. Email the membership secretary (currently Ian Marshall) and request the contact details for the relevant helper team.

First contact your team leaders to ensure their availability. If they are unavailable on the day you can either contact team leaders from other teams to see if they are available or recruit from your helper team some who have had some experience on the start. You could also ask the team leaders who they normally have in their team so that you know this when you are recruiting the other volunteers. In particular ask the start team how many volunteers they need overall.

The team leaders are experienced in their roles, and you can delegate to them the details of how they run their part of the event. If you are not able to recruit experienced ones then again ask for help.

Sometimes a meeting of the team leaders may be desirable, going over the arrangements around a month or more before the event. You should visit the event centre beforehand as well to be familiar with it and check out where parking will be. You may also need to organise a site meeting as well for some of them. At this meeting you need to track the system through from entry to results. A lot of this can be done by email or via online meetings, unless circumstances are particularly problematic.

Next plan the volunteers you will need for your event. Use the team structure to do this and think through the event from getting to the event right through to the finish including control collecting.

Next contact the people on your helper team. Do this at least 4 weeks before the event as it tricky getting people to come forward. Remind them that they can have a free run for a regional event and email the helper code for them to use if entries are done via Fabian4. The entries secretary (currently Liz Carter will let you have this). If they are not running then they will need a helper voucher on the day. At the end of 2024 helper vouchers will no longer be available. Instead a helper who was unable to run in an event they helped at can enter as a helper in another event using the same code. This will be operated on a trust basis.

Also contact Lindsey King/David Alcock to see if the juniors want to run a cake stall and whether or not they intends to run any coaching or put a maze on.

Finally – double check a couple of weeks before the event that your volunteers are still available.

Teams

Team Leaders are responsible for the following areas:

1. Pre-entries: Now done for most events. Pre-entries for regional events are done online via Fabian4 entry system. This is currently set up by Liz Carter. When pre-entries close she will either email the file of entries to the SI lead for the event or the link for them to do so. (Note that for local events we use Race Signup).

2. Registration Team: This covers Registration and Enquiries and the organiser recruits these. There is a 'Registration Box' for them with resources and a key board for competitors to use.

- **Enquires:** They need to know key information about the event (direction to start, how far, clothes dump etc. Most of these details are best provided in the Final Details so a copy to hand will be useful.
- **Registration**: for EOD they need to have the information about the courses and entry fees available both on the desk for themselves and displayed. Info about available map numbers, EOD forms and pens etc. They will also need the card reader which will be given to them by the SI lead (with instructions if needed).

3. Download Team: The recruitment for the download team is managed by the SI manager (currently Liz Carter). It is their responsibility to ensure that the courses and entries are accurately inputted, that download works effectively, and that results are displayed at the event where possible. Most commonly this is done by screen display, or online via a QR code. They will usually get the results and Routegadget posted on the website on the same or following day. They also program the start clock and give it to either you (to pass on to) or the start team along with the start controls, stakes (and a spare start stake and kite just in case). If any start lists are required the organiser should check with the SI lead for the event to clarify who is responsible for producing them.

4. Start Team: They need to know what the courses are, the location of the start(s), and which direction the runners will be setting off in, and any other requirements specific to the event. Discuss with the planner who is best to give this information. They should as a minimum have a printout of the map with the start location(s) marked on it. The start team need the tape or markers so that they can mark the route to the start as they go. They also need access to the start box so that they can take the resources they need to set up the start. Normally there will be two shifts, more people

needed on the first shift and less on the second. It is also important to ensure that once start closes that the start Si boxes are taken to download as soon as possible. They are needed for the safety check to be able to see who is still out on the course. If the start(s) are at a distance away then try to ensure that these get back as early as possible. The SI lead will bring the start controls, stakes and start clock(s) and a spare start flag and stake to the event.

5. String Course: Check with the planner that there is an area suitable for a string course before recruiting a leader. Put them in touch with each other so that the area can be agreed.

6. Control Collecting Team: The organiser should also recruit control collectors. The planner usually directs the control collecting and will direct the helpers which controls to collect in.

7. Organisers team: This is the team that does everything not covered above. It can include signposting, parking, toilet placement and supervision, staffing of the finish, etc.

- **Parking**: Liaise with your parking officials, early in the event preparation, regarding the parking arrangements. It may be necessary to collect a parking fee, and possibly an update of event information.
- **Signs** Someone is needed to put out all road signs, signs in assembly area, signs to help competitors, and their dismantling. It takes much longer than is generally realised - not necessarily a job for the organiser personally – useful to delegate if you can.
  The Start Team should put out any tapes from assembly to the Start. (Please check that they are prepared for this).
  The organiser should delegate someone to tape from the Finish to Assembly and erect the finish banner.
- **Drinks Point:** In the warmer months you may want to discuss with the planner whether a drinks point should be established for the longer courses. Nowadays these are not usually provided but if you have a distant finish, or particularly hot weather is predicted, consider providing water at the finish. Some supermarkets will sell very large water bottle containers relatively cheaply to be used with plastic cups. Otherwise tap water in plastic containers is fine.
- **Remote finishes:** These need to be staffed for safety reasons. The finish official needs to be ready to deal with injuries, missing control reports and other issues. Ideally for remote finishes the first aider with a first aid kit should be on hand as well. There will need to be mobile phone or radio contact between yourself and the finish team, (or indeed any other remote team).
- **1st Aiders:** Ideally two should be recruited so that one is on site at any one time. For remote finishes it is better to have three so that one can be located there and there is the opportunity to swap people over.

Event Safety is the Organiser's responsibility. It will be your responsibility, with the support of the planner and controller) to organise any search for missing competitors. There are useful documents regarding event safety and search procedures on the BOF website. An event safety plan should be drawn up – use the proforma we have available and refer to previous events if need be.

Ensure that the planner provides you with All Control maps and a spare map for each course to enable an effective search.

Ensure all team leaders know who is in charge of safety so that any reports of someone in need made to them are directed immediately to you or your deputy if you run a course. One of you has to be at the event at all times.

If people are missing, the download team can first establish if they are still on a course or not and will have the emergency contact information for competitors. This is the first thing to check. If you decide it is necessary then organise a search particularly if it is a vulnerable competitor (young/old). Use the

downloaded BOF report form for any reported incidents which might result in a claim on the BOF liability insurance - any accidents with damage to persons or property. A copy of this is on the website.

For moorland events contact the local moorland search and rescue team not necessarily to have them attend the event but to let them know an event is being held.

Equipment

It is the Organiser's responsibility to provide the equipment for the teams at the event. First decide on what equipment you need. It's a good idea to run through the event from getting there, parking, registration, start, finish and download to decide what you need in terms of equipment and signage. Equipment will need to be collected from the Equipment store. The Equipment Officer, currently is Ken Patterson. It is best to do this at least 2 weeks before the event to give yourself time to replace or locate, any missing equipment. There are clearly labelled boxes for the Organiser, the Registration Team and the Start team. Ken will meet you at the store (which is located in Weetwood, Leeds) and is very good at working systematically through what you need. Check the boxes to make sure they have what you need and also remember to check the first aid kit. There is one in a rucksack with emergency kit to take out to a competitor and couple of smaller one that can be kept at assembly or the start if it's remote. Also check the labels on the map baskets to ensure that they are correct for what you need. There is a list on the checklist document as an aide-memoir.

Registration and Download It is always best if these can be indoors. If this is not possible at least two tents will need to be erected at least 30 minutes before the first competitors arrive, which is usually around 9.30! One for download and one for registration and possibly one for a clothing/bag drop if the weather is un-clement or parking is at a distance.

Toilets If indoor toilets are available, use them.   Otherwise, if portable toilets are needed. Convenience Hire of Oakworth have proved to be reliable and good value. Two toilets are usually ample for a smaller Regional Event. A rough rule of thumb is to add an extra loo for every 100 competitors.

Don't forget to supply ample spare toilet roll and hand gel. There is usually some in the equipment store.

Assembly Lay-out The Organiser's responsibility; this includes siting of parking, registration/enquires and download, toilets, sometimes a Junior Squad cake stall, string course, maze/coaching locations. For larger events it may include shops, caterers, ambulance, mountain rescue. A pre-visit is essential.

Signs Someone is needed to put out all road signs, signs in assembly area, signs to help competitors, and their dismantling. It takes much longer than is generally realised - not necessarily a job for the organiser personally, best to be delegated if possible.

The Start Team put out any tapes from assembly to the Start.

The organiser needs to ensure that if tape to the Finish from the last control is needed that this is done - check with the planner. Also the signed and taped route from the Finish to Assembly need to be done.

Clothing Transfer If either start or finish is any distance from the assembly area you may need to provide a clothing transfer or at least dry storage facilities if both are near together. Allocate someone to ensure they are moved to finish systematically. Indicate what is happening in final details.

Start There are two start clocks. One is set for pre-start and one for the start line. There is a 4-minute gap between them. For regional events only the start line clock is necessary. For events with pre-entry and more than one start you will need to discuss what additional clocks are available with the SI lead.

The start team will have maps for each course in clearly marked baskets or bags. Waterproof maps sometimes are hard to separate for competitors in the heat of the race. The start team are best having

an official available to separate out a single map each time one is taken by a previous competitor on a course. You need to arrange to get the maps from the planner.

Finish The planner puts out the finish control boxes, stake(s) and kite(s) to be placed by the Finish banner (which the organiser puts out). It is the organiser's Team's job to tape from the last control to Finish, if required. If the Finish is remote from Download you will need an official stationed there who has either phone or radio contact with the Organiser, to alert them re any emergencies.

Helper Vouchers All volunteers/officials are entitled to a voucher to enter future Aire Events. Or with pre-entry you will get a code to give them so they can enter the event (usually) for free. There is a supply of vouchers in the organisers box for any not using an online one. The planner, organiser and controller should receive 2 vouchers each, as well as their expenses. This will be superseded in 2024. The planner, controller and organiser will be able to claim the equivalent of 2 vouchers (£20) via their expenses (£10 for the organiser if they get a run). Helpers on the day who are not able to run will be given the helper code (from the organiser) to use at a future events. It will work on a trust basis.

Stiles if the event is held in the Dales then there may be a need for stiles to be used. The Club has a store of them and Chris Burden is the person to liaise with on this. He will arrange for the stiles to be transported to a given location and for them to be moved to where they are needed. He may need you to recruit volunteers to help put them out and taken down afterwards.

Paperwork required at the event:

- Download from BOF or AIRE Website: Accident Report form and Club insurance policy.
- Risk Assessment and Safety Plan: previously shared with team leaders and the safety team.
- Info about available map numbers for each course
- Course information for display at registration.
- EOD registration forms and list of EOD entry fees.
- Entry lists (From SI lead if required).

Day of the Event timetable:

Street Signs	2 hours before first start
Car Parking	1.5 hours before first start
Loos	1 hour before first start unlock them. Portable loos are usually delivered a day or 2 earlier.
Registration	1 hour before first start,
Start	1/2 hour before 1st start,
Finish	by first start time
Results + computers	1 hour before first start (to input EOD entry details)

If you are out on a run, a designated deputy, must be around the assembly area the whole time because you could be needed - queries can arise which only you can answer, and you must be on hand if an emergency arises.

Have a mobile phone to hand on the day. On the safety plan you will have the numbers of the team leaders and they will have yours.

Fees

For the Regional Events AIRE currently charges £10.00 for seniors (£2.00 supplement for Non-BOF members) £5.00 for Juniors and students for pre-entries. EOD fees are £12 for seniors (plus £2 supplement for Non-BOF) and £6 for juniors/students. For the Dales events the organiser should work out a budget (a pro-forma is available) and set the fees accordingly. The treasurer and previous organisers will support the newer organiser on this.

Confirmations

Confirm key arrangements preferably by email, particularly permissions (probably already achieved), bookings of loos and buses if required.

After the event.

The SI Manager is responsible for getting results published on the web and Routegadget. Check in with them, make sure they have a map of either all controls or one of the longer courses.

The SI Manager will take all the entry forms and ensure they are stored for the 5 years that Insurance conditions require.

Check on damage to areas straight after event - the planner should have visited the competition area beforehand so would be aware of any issues prior to the event.

Ask for expenses claims from major officials and either pay in cash or ask for treasurer to arrange a bank transfer. Don't forget to include their helper thankyou on their expenses if they miss it out.

Sort out cash. Finalise the budget. Send budget sheet + pay in the receipts, minus any expenses you have paid for personally, by bank transfer.

Thank private landowners either by visiting and giving them a copy of the map or by writing. In the Dales for key landowners, a bottle of scotch/wine/beer may be appropriate. Check this out with the person who organised permissions. If any complaint or suggestion of problems visit the area quickly and try to sort out.

Update event file, risk assessment and safety plan if needed then forward to Dropbox manager (Julie Mair).

Return the equipment to the store.