

# EVENT COORDINATOR'S RESPONSIBILITIES

## AT SPORTIDENT EVENTS

### THE SIMPLE CHECKLIST

Thanks for volunteering!

#### Before the Day

- Find your helpers and plan your roster
- Get in touch with the Planner and Controller to check:
  - Location of Event Centre, start and finish
  - Any special equipment (e.g. toilet)
  - Any special tasks that might need extra helpers (e.g. road crossing person)
- Make sure the Caravan and gear gets to the right place in plenty of time
- Check with Treasurer that cashbox and float are in caravan
- Remind caravan tower to fill up 20L water container

#### On the Day

- Before First Start
  - Sign posts to the event put out
  - Set posts for parking, toilets and start
  - Setup Registration area
  - Set up the Start and Finish (check with Planner)
  - SI computers, etc. setup
  - Display course and safety information prepared by the Controller
- During the Day
  - Check helpers are there and know what to do
  - Check entry forms getting from registration to SI person
  - Display provisional results (from SI printout) on a regular basis (if screen not being used)
  - Make sure everyone has a good time
  - Ensure enough control collectors (co-opt more if required)
- At end of Day
  - Pack up and get all the gear, camper and days takings to where it has to go next
  - Congratulate yourself on good day

#### After the Day

- Notify the Gear Officer of any breakages, missing gear, or consumables running low.
- Notify the VIP Coordinator which helpers did not take a free run and need VIP points.

**1. How do I get helpers?**

The Events Coordinator may have a list of people who have offered to help on the day. The SportIdent Coordinator may already have some SI people. If you need more send an email to [info@papo.org.nz](mailto:info@papo.org.nz) asking for a general mailout to members requesting helpers [ADD IN SAMPLE EMAIL]

**2. How do I find out who the Planner/Controller/Events Coordinator/SI Coordinator are and how to contact them?**

Check the PAPO website. The Events List should have planner and controller. The Contact Us page has a list of committee members. Contact the Events Coordinator if you need any details or send an email to [info@papo.org.nz](mailto:info@papo.org.nz).

**3. How many helpers do I need?**

Check out the planner later in this document. Also check with the planner/controller about extra jobs. You should schedule people through the day so that everyone has a chance to have a run. Usually you would have an early shift (setup and early registration, etart, etc) and a late shift (late registration, start, etc and pickup).

**4. I have a new helper. How do they know what to do?**

See the Event Coorinators Manual with the list of tasks or see if you can find someone who has done the job before to give them some instruction.

**5. I have never been a Coordinator before and don't know what all the jobs are. How can I find out what they are?**

For a brief description see the PAPO website Club Info-Helping at an Event. For more detail see the Event Coordinators Manual.

# EVENT COORDINATOR'S RESPONSIBILITIES

## AT SPORTIDENT EVENTS – THE MANUAL

### INTRODUCTION

Thank you for agreeing to being coordinator for an event.

This document is for use by Coordinators at all events where SportIdent is used. This includes all Foot Orienteering and Mountain Bike Orienteering events whether they are “club”, OY, Score or Championship events.

**Note** All the text in this document that is in *italics relates solely to Championship events*.

Most events involve a Planner, Controller and a Coordinator. *Championship or Multi-Day Events also involve an overall Series Coordinator*. This document will help you work towards a successful day.

### RESPONSIBILITIES

The Coordinator is responsible for getting and organising the on the day helpers, ensuring the required event centre equipment is onsite and setup, then packed up and taken back to its home.

The Coordinator is NOT the person in overall charge of the day. That is the Controller. The Planner and Controller are responsible for all the course equipment (controls, flags, SI Units, etc), and for putting out all the controls.

The on the day helpers usually do the following tasks:

- Towing the caravan to the event
- Setup (event centre, start and finish)
- Registration
- SportIdent (check with the SportIdent Coordinator)
- Start
- Pack-up
- Control Collectors
- Towing the caravan back home again

Note: Often people will do more than one task. For example, the person towing the caravan to the event would also do setup.

## BEFORE THE EVENT

### FOUR TO SIX WEEKS BEFORE THE EVENT

- Contact the planner and/or controller to check if there are any extra requirements (e.g. a manned road crossing, a second start area, finish tent, creche tent, marquee, porta-loos, toilet tent, ambulance, string course etc). Note: Toilet and it's tent are NOT normally in the caravan.
- Start organising your helpers and figuring out with the Sport Ident Coordinator who will be working on the day
- Make bookings ASAP for any extra requirements (porta-loos, ambulance, marquee, coffee cart etc) or check that the convenor has done so

### THREE TO FOUR WEEKS BEFORE THE EVENT

- Contact info@papo.org.nz or Convenor if you need more helpers.
- The standard equipment listed in Appendix I will be in the caravan. If you need any of the optional equipment listed in Appendix II contact the equipment officer to arrange pick up of the equipment from the storage shed.
- Contact the person who has the caravan to arrange a suitable pick up time and ask them to check for cups, toilet paper and map bags etc.

### TWO WEEKS BEFORE THE EVENT

- Identify helpers with vehicles who are able to tow the caravan. Try to have different people towing to and from the event and have them in the set-up and pack-up crews respectively. Make sure you know where the caravan pick-up and drop-off will be.
- *Liase with the coordinator of the preceding/following day to identify a suitable overnight location for the caravan. This will depend on event locations and where the towers are staying.*
- Match up helpers with possible jobs taking into account abilities, child care responsibilities, etc.
- Contact helpers to communicate/negotiate their arrival times and roles
- Contact the person who sent you the helper list, if you need more helpers
- Contact the Planner to find out where the Start and Finish banners and registration are to be located (you may be given a map to show the positions of these)
- Arrange time (usually will be on the morning of the event) to meet the planner and/or controller on site to position start and finish areas.
- Collect any keys for toilets or other gates or buildings that you may need (liase with Controller)
- Contact Treasurer to confirm cash box and float are in caravan or arrange pick-up by either yourself or a helper
- The Planner will pick-up and bring control boxes, flags and stakes
- The Sportident team will pick-up and bring their equipment and rental e-cards
- Ensure you are familiar with the PAPO Health & Safety Policy which you will find on the PAPO web site on the Club Info and Resources page

## ON THE DAY

- A decision to postpone or cancel an event is the responsibility of the Controller. Such a decision will usually only be made in cases of inaccessibility of the event area (e.g. snow) or for safety concerns.
- The person towing the caravan should fill up the 20L water containers – remind them
- The person towing the caravan should put up direction signs on the way, unless otherwise arranged with the Controller. Make sure direction signs are hung where indicated in the newsletter / on the PAPO website and conform to the PAPO Road Safety Plan.
- You should arrive at the registration area at least two hours before the first start time, especially if there are separate start and finish areas, and toilets and tents to set up.
- At Non-Championship events the competitors will expect you to be ready for business at registration 30 minutes before the first start time. The first start time is usually 10:30am.
- Display the helpers jobs on the template in Appendix III, at Non-Championship events
- Confirm helpers' tasks and check all is running smoothly. Delegate!
- Run later in the day rather than early, so that you are on hand to help your helpers through the busy registration period

## SPORTIDENT AREA (IN CARAVAN)

- Empty the caravan of all equipment as soon as you arrive to free the desk up for the Sportident team
- Provide them with two chairs

## REGISTRATION AREA (IN CARAVAN OR IN POP-UP TENT)

- It is better for larger events to have the registration area separate to the caravan download area. Make a decision based on expected numbers of entrants and weather if the registration will be done in the popup tent or in the caravan.
- Set the cashier up on the desk with a seat, a fee list, cash box, rental e-cards, whistles for sale and compasses for loan.

## EVENT CENTRE

- Put up the large "Orienteering" banner somewhere prominent, if the event is in the public eye.
- Put up any other signs and banners e.g. To Start, Parking, and Toilet if required.
- If weather conditions permit put up A-frame sign for displaying notices. If too wet/window then put on back of caravan.
- Display Course Information (from planner, courses available, length, climb, etc) and Hazard Identification and Emergency Procedures (from controller). If they have not completed this give them blank forms from the Search and Rescue folder to fill in and display at the Event Centre before the first start time.
- If available display helper list, future Event Programme list, start lists (for events with pre-allocated start times)
- Check that the Planner has put control descriptions in the control descriptions boxes
- If not a punching start (most events are punching start) then:

- Synchronise a clock with the Sportident team to display race time in the registration area
  - Synchronise the beepy clock with the registration area clock and Sport Ident laptop.
- Lay out the registration table and/or the trailer shelf: blank registration forms, pens and a membership list. At Championship events the forms will only be used by wayfarers
- Ensure the First Aid Kit is readily available
- Dig toilet (if required) and put up toilet tent. Make sure the back of the toilet tent is positioned against the back of the toilet so any spare space is in the front of the toilet.
- Help the Planner and Controller co-opt people to collect controls (better to approach people early rather than later)

#### START AREA

- Set up the start banner, map boxes, permanent marker pen in each box, control description boxes, supply of plastic bags that fit the day's map and seat, shelter (tent or car if required)
- *Lay out a grid (or at least lines) behind the start. For example, if 3-minute intervals, layout a start line, 3-minute line and further back a 6-minute line and assembly area. Start intervals may be 3, 2 or 1 minute.*
- Set the beepy clock to beep at the appropriate time
- The Planner/Controller will put out the clear and check controls, the bagged maps into the map boxes, start control(s), tape to start triangle and start triangle
- *The Planner/Controller will put Control Descriptions in the control boxes*
- Provide starter with written starter instructions supplied by Planner/Controller. Place particular emphasis on safety instructions.

#### FINISH AREA

- The Planner/Controller will put out the finish control(s)
- Set up the finish banner(s) with tape to the caravan where the competitors will download
- Put out water containers, drinking cups and rubbish bin near (but slightly removed from) the caravan download station
- Place map bin by the download station (if required)

#### AFTER THE LAST STARTER HAS STARTED

- Dismantle and pack up the start and registration areas
- Deliver the start control to the Sportident team so that they can download it to enable monitoring of runners still out on the course (if required)
- *Pass the start list to the Sportident team so they can see any different start times or DNS entries*

#### AFTER COURSE CLOSURE TIME (USUALLY 2:30PM)

- Ensure the Planner has enough people for collecting controls
- Take down the results and any other non permanent documentation

- Pack up the caravan neatly
- Check for and remove any rubbish.
- Make sure direction (and if requested by Controller, road safety) signs are taken down

## AFTER THE EVENT

- Return cash box to the Treasurer
- For out of town events, the person who tows the caravan to and from the event can claim the current per km rate for caravan towing (download the form from the club website?). The Treasurer will also reimburse other expenses (e.g. small equipment purchases) on submission of a claim form with GST receipts.
- Return the caravan to it's home and take any extra equipment and put back in the shed (see Appendix I - Equipment Checklist and Appendix li - Optional Equipment).
- Notify the Equipment Officer of any damaged or lost equipment
- Notify the Equipment Officer of any first aid supplies that need replenishing
- Notify the VIP scheme administrator (currently John Calder) of who helped for VIP points recording

## APPENDIX I - EQUIPMENT CHECKLIST

The following equipment resides in the caravan:

NOTE: This list is currently being reviewed now the club has a shed next to the caravan – May 2016

Qty	Item	Location
	<b>SIGNAGE</b>	
6	Large corflute – Beware Traffic / Runners Crossing	Front of caravan inside
1	Wooden orienteering direction rectangular	Front box
5	Corflute orienteering direction square	Front box
12	Corflute assorted	Front box
8	Pink stands for corflute signs	Front box
3	Stands for square corflute signs	Front box
	<b>SPORTIDENT AREA IN CARAVAN</b>	
4	Tables	Inside
6	Seats	Inside
	<b>CASHIER AREA IN CARAVAN</b>	
1	Cash box (pick up from Treasurer prior to the event) Containing VIP punch and make sure it gets back to them if they don't take it home on the day	
1	Seat	Inside
1	Box of clip cards	Top cupboard
Assorted	Compasses for hire	Cupboard
Assorted	Whistles for sale	Cupboard
	<b>REGISTRATION SIDE OF CARAVAN</b>	
5	Boxes of sport idents for hire	Cupboard
3	Start time sheets - 2 minute intervals, clip cards	Cupboard
Assorted	Biros, felt pens, staplers, staples, tape scissors	Desk cubbyhole
Assorted	Plastic rubbish bags	Cupboard
8	Green boxes for control descriptions	Below desk
	<b>START AREA</b>	
2	Seats	Inside
1	Table	Inside
8	<i>Boxes for control descriptions at Championship Events</i>	Below desk
1	Start banner (in front box), green ended poles and ropes	Inside



6	Marker pens to go in map boxes	Desk cubbyhole
4	Orange tape rolls	Front box
2	Modern white sided tent (only erect if weather is bad)	Inside
1	Beepy clock with instructions inside it	Inside – Start box
	<b>FINISH AREA</b>	
1	Standard finish banner	Front box
1	Windproof finish banner	Inside – Finish box
1	Orange tape rolls for finish chute	Front box
2	Stakes to form finish chute	Front box
20	Map bin	Inside
2	Water containers 20L	Inside
2	Drink cups	Inside
1	Rubbish bin and lid	Inside
	<b>MISCELLANEOUS</b>	
1	First aid kit	Lower cupboard and drawer
1	Stretcher	Front of caravan
2	Foam mats	Front of caravan
1	Emergency grab kit in red backpack	Front of caravan
1	Orienteering Here Today banner	Front Box
1	GPS	Lower drawer
	Assorted computer gear	Cupboard
1	Personal Locator Beacon (ResQlink)	With someone - ask
Assorted	Ropes and pegs	Start/Finish boxes
2	Mallets	Start/Finish boxes
2	String courses	Cupboard
3	Clip boards	Cupboard
1	Helpers manual, Search and Rescue Manual	Cupboard
1	NZOF and OY Rules	Cupboard
4	Rolls of toilet paper	Inside
2	Hand sanitiser	Inside
1	Spade	Inside
1	Grubber	Inside
1	Orange charging cord for caravan batteries	Lower drawer
1	Charging cord for caravan park type plug	Inside
1	Drawers with bits and pieces like fuses, meths	Lower drawers

## APPENDIX II - OPTIONAL EQUIPMENT

The following equipment resides in the shed:

Qty	Item
Up to 2	Large LH and RH 200M to Orienteering
Extra	Orange tape rolls
1	Washing line for clip card events
1	Extra tent for a second start area
1	Creche tent if required
1	Tent toilet with box seat
4	Rolls of toilet paper
1	Hand sanitiser
1	Spade
1	Grubber

APPENDIX III HELPER SCHEDULE

Event:                      Date:                      Planner                      Controller                      CO

Task	9.00	10.00	11.00	12.00	1.00	2.00	3.00
Set -up							
Registration							
Cashier							
Start							
Finish							
SportIdent							
Course Closure/ Pack up							
Control Collection							




## APPENDIX IV – HELPERS TASKS

### REGISTRATION

- Make sure that the registration form is legible and complete
- If the competitor is going to run two courses, make sure both courses are on the form
- Direct newcomers to committee members or other experienced club members
- A queue will form at times, stay calm, it will soon die down

### CASHIER

- Take the money or punch the VIP card (or initial it) and put completed VIP cards into cashbox
- Check which course they are running
- Write rental e-card number(s) if they are hiring on the registration form
- Check that they have filled in all the emergency contact information – even members
- Pass registration forms to Sportident team

### MARSHAL (CHAMPIONSHIP EVENTS ONLY)

- *Check that competitors are suitably dressed for the conditions*
- *Call up competitors six minutes before their start time (or four or two minutes depending on the intervals)*
- *Check and tick off each competitor's Sportident number on the start list*
- *Record the new start time for people starting later than their allotted start time*
- *Record 'DNS' against any competitor that did not start*
- *Ask the competitors to step to the next line at three minute intervals (or two or one, depending on the intervals)*
- *Arrange for left clothing to go to finish at intervals.*

### STARTER

- Check that competitors are suitably dressed for the conditions
- *Tick off the starters on your start list (a double check on the marshal's work)*
- Read out instructions supplied by the Controller
- Make sure that competitors understand that their time starts when they punch the start control, they then pick up their maps and make their way to the start triangle
- Advise competitors to listen to the beepy clock, or call the start for those with hearing difficulty

## APPENDIX V – CARVAN INFORMATION

- There is a weight limit for towing on cars. Make sure that the person towing is aware of this and can cope especially if tackling hills.
- Check where the caravan needs to be after the event (ask the caravan host)
- Ask the caravan host to check toilet paper, cups, water and find out if the toilet tent is required as that has to be sourced from Dave A.
- There is a clip on side-mirror for towers.
- Ensure towers familiarise themselves with the braking system, lights, safety chain etc.
- Always make sure at the end of the event that:
  - The stabilisers are up
  - The side-flaps are down, the spring-loaded catches are in place, the padlocks are locked on the centre clasps and that the centre clasp is rotated sideways.
  - The back door is locked and the flap down securely over it
  - The front box is locked
  - The jockey wheel is facing away from the car (in case of ruts) and securely in it's slot when wound up (see stem)
  - Brake is active when towing and off when reversing
- Please report anything that needs fixing to the equipment officer