

Peninsula and Plains Orienteers Inc.

CHIEF ORGANISER'S RESPONSIBILITIES AT SPORTIDENT EVENTS

INTRODUCTION

Thank you for agreeing to organise an event.

This document is for use by Chief Organisers 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 Chief Organiser. *Championship Events also involve an overall Convenor.*

This document will help you work towards a successful day with the Controller and Planner (*and Convenor*).

The club caravan is central to the Chief Organiser's day. It is used to transport all the equipment. See Appendix V for specific information about the caravan. When on site it is used for four distinct functions:

- Displaying information (laminated or in plastic bags, using magnets to hold them in place)
- The rear of the caravan has an area where competitors can fill in registration forms
- The front of the caravan has a serving area where competitors hand in their registration forms, pay, receive rental e-cards and map tokens
- The serving area is also used to download e-cards to Sportident and print splits

RESPONSIBILITIES

The Chief Organiser is responsible for facilities up to the Start control, and from the Finish control. This includes:

- Sign posting to the Event (but not Road Safety Signs unless arranged with Controller)
- Layout of Registration, Start and Finish and parking in liaison with the Planner
- Supervision of all non-Sportident helpers
- Ensuring all the necessary equipment gets to the event (See Appendix I and II)
- Displaying necessary information including safety information prepared by the Controller
- Providing complete, legible registration forms for all competitors at Non-Championship events to the Sportident team in a timely manner
- *Providing complete, legible registration forms for wayfarers to the Sportident team in a timely manner at Championship Events*
- Displaying the Sportident provisional results report on a regular basis
- Ensuring the Planner has enough people for collecting controls

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)
- Contact the volunteer coordinator *or Convenor* if you need extra helpers to handle any extra requirements
- Make bookings ASAP for any extra requirements (porta-loos, ambulance, Marquee etc) *or check that the convenor has done so*

THREE TO FOUR WEEKS BEFORE THE EVENT

- 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
- Contact the person who has the caravan to arrange a suitable pick up time

TWO WEEKS BEFORE THE EVENT

- Contact the Volunteer Co-ordinator *or Sportident team* to obtain your list of helpers, if the list has not already been provided
- 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.
- *Liase with the chief organiser 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. *For Championship Events the Sportident team will do this for you.*
- Contact helpers to communicate/negotiate their arrival times and roles
- *Swap helpers with other CO(s) if someone can't help on your day*
- Contact the person who sent you the helper list, if you need more names
- 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 to meet the planner and/or controller on site to position start and finish areas
- Contact Treasurer to arrange pick-up of the cash box 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
- 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 web 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
- *Display the helper list that you received from the Sportident team*
- Confirm helpers' tasks. 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

CASHIER AREA IN CARAVAN

- Set the cashier up on the desk with a seat, a fee list, cash box, map tokens, rental e-cards, whistles for sale and compasses for loan

REGISTRATION SIDE OF THE CARAVAN

- Put up the large "Orienteering" banner, if the event is in the public eye. Put up any other signs e.g. To Start, Parking, and Toilet if required.
- Synchronise a clock with the Sportident team to display race time in the registration area
- Synchronise the beepy clock with the registration area clock
- Display: helper list, future Event Programme leaflets, course information from the planner and the Hazard Identification and Emergency Procedures documents from the Controller (if they have not completed this give them blank forms from the Search and Rescue folder to fill in)
- Display the start time lists, at Non-Championship Events. If maps are not pre-marked display the 3 minute interval start time lists. If maps are pre-marked display the 2 minute interval start time lists.

- *For Championship Events display the pre-defined start lists provided by the Sportident team*
- Check that the Planner has put control descriptions in the green control descriptions boxes, at Non-Championship events.
- Lay out on the table and/or the trailer shelf: blank registration forms (provided by Sportident team), 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.
- Co-opt people to collect controls (better to approach people early rather than later)

START AREA

- Set up the start banner, used map token box, seats, table, map boxes, permanent marker pen in each box, *green control description boxes* and 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 green 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 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

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
- *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 25c/km. 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 with notification of any damaged or lost equipment
- Return any additional equipment to the Equipment Officer
- Notify Penny Wright of any first aid supplies that need replenishing
- Notify Events Co-ordinator of who helped for VIP points recording

APPENDIX I - EQUIPMENT CHECKLIST (RESIDES IN CARAVAN)

Qty	Item	Location
	SIGNAGE	
Up to 9	Wooden orienteering direction rectangular	Front box
Up to 9	Corflute orienteering direction square	Front box
Up to 15	Corflute assorted	Front box
Up to 10	Stands for corflute signs	Front box
	SPORTIDENT AREA IN CARAVAN	
2	Seats	Inside
	CASHIER AREA IN CARAVAN	
1	Cash box (pick up from Treasurer prior to the event)	
1	Seat	Inside
1	Box of map tokens	Inside
Assorted	Compasses for hire	Cupboard
Assorted	Whistles for sale	Cupboard
	REGISTRATION SIDE OF CARAVAN	
1	Seat	Inside
3	Start time sheets - 3 minute or 2 minute intervals	Cupboard
Assorted	Biros, felt pens, staplers, staples, tape scissors	Lower cupboard
Assorted	Plastic rubbish bags	Cupboard
8	Green boxes for control descriptions	Lower cupboard
	START AREA	
2	Seats	Inside
1	Table	Inside
8	<i>Boxes for control descriptions at Championship Events</i>	Lower cupboard
1	Start banner, green ended poles and ropes	Inside
6	Map boxes	Inside
6	Marker pens to go in map boxes	Desk cubbyhole
6-10	Orange tape rolls	Front box
2	Modern white sided tent (only erect if weather is bad)	Inside
1	Beepy clock	Inside – Start box
1	Box with slot in top for used map tokens	Inside – Start box
1	FINISH AREA	
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
1	Water containers 20L	Inside
2	Drink cups	Inside
1 box	Rubbish bin	Inside
	MISCELLANEOUS	
1	Orienteering Here Today banner	Front Box
1	First aid kit	Lower cupboard
Assorted	Ropes and pegs	Front box
2	Mallets	Front box
2	String courses	Cupboard
6	Clip boards	Cupboard
1	Helpers manual, Search and Rescue Manual	Cupboard
1	NZOF and OY Rules	Cupboard

4	Rolls of toilet paper	Inside
1	Hand sanitiser	Inside
1	Spade	Inside
1	Grubber	Inside

APPENDIX II - OPTIONAL EQUIPMENT (RESIDES WITH EQUIPMENT OFFICER)

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 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 SIDE OF CARAVAN

- 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 IN THE CARAVAN

- Take the money
- Issue map token(s) to competitors *or wayfarers*
- Issue rental e-card(s)
- Write rental e-card number(s) on the registration form
- 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)*
- Take map tokens from competitors *or wayfarers*
- If there is a free slot for a particular course then competitors can go out early *unless it is a Championship Event*
- Instruct competitors to write their names (and schools for school events) on the back of the map but not to look at the map
- 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 – CARAVAN INFORMATION

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