

# EVENT COORDINATOR'S RESPONSIBILITIES

## AT SPORTIDENT EVENTS

### THE SIMPLE CHECKLIST : 1-PAGE SUMMARY

Thanks for volunteering!

#### Before the Day

- Get in touch with the Planner and Controller to check:
  - Location of Event Centre, start and finish
  - Any special equipment (e.g. hire of portaloos)
  - Any special tasks that might need extra helpers (e.g. road crossing person)
- Arrange for the caravan to be towed to and from the event.
- Arrange event toilet facilities (onsite toilets or hired portaloos including towing to/from the event).
- Find enough volunteers and plan the helper schedule (see Appendix B for example).
- Check with Treasurer that cashbox and float are in caravan.
- Remind caravan tower to fill up 20L water container (if PAPO is providing water).

#### On the Day

- Before First Start
  - Sign posts to the event put out
  - Sign posts for parking, toilets and start
  - Setup Registration area
  - Set up the Start and Finish
  - 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
  - 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, caravan 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.
- Fill out the post-event feedback form

## FAQ

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

Ask your orienteering friends and family. The SportIdent Coordinator will arrange for the SI helpers (but check this is covered). If you need more helpers send an email to [info@papo.org.nz](mailto:info@papo.org.nz) asking for an email to be sent out requesting helpers.

### **2. How do I find out who the Planner/Controller for the event are?**

Check the PAPO website, the Events List should have planner and controller. Contact the Events Coordinator if you need contact details or send an email to [info@papo.org.nz](mailto:info@papo.org.nz).

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

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

### **4. How many helpers do I need?**

Check out the example schedule in Appendix B. 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 there is an early shift (setup, early registration, first starts, etc) and a late shift (late registration, later starts and pickup).

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

Check this Event Coordinators Manual with the list of tasks or find someone who has done the job before to give them some instruction.

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

Read this Event Coordinators Manual!

If possible, arrange for one of your volunteers to be an experience event coordinator so they can mentor you through the process. The PAPO event coordinator may be able to help with this.

## 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 Sprint events.

For Championship and multi-day events, there will be an overall coordinator as well as a coordinator for each day. This manual does not cover these more complex events that have additional requirements.

All events will have a Planner, Controller and a Coordinator (you). The planner and controller are responsible for everything in the "field of play" (designing the courses, printing maps, putting out controls etc.) The coordinator is responsible for all the supporting services (registration, start, event signage, sportident, etc.)

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
- First Aid cover
- 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, ambulance, string course etc).
- Find out from the planner and/or controller where the event centre will be and what the toilet arrangements will be. Arrange for use of on-site toilets or hire of porta-loos if none are available.
- Organise towing of the caravan to and from the event.
- Start organising other on-the-day helpers. Ensure you cover the roles required and have early/late shifts arranged so that helpers can run as well:
  - Event setup.
  - Registration and cashier
  - Newcomers host
  - Starts
  - First Aid cover
  - Event Pickup
  - Control collection
- Contact the Sport Ident Coordinator to confirm SI helpers.
- Make bookings ASAP for any extra requirements (porta-loos, ambulance, marquee, coffee cart etc).

### THREE TO FOUR WEEKS BEFORE THE EVENT

- Contact [info@papo.org.nz](mailto:info@papo.org.nz) to send out an email if you need more helpers.
- The standard equipment listed in Appendix F will be in the caravan. If you need any of the optional equipment listed in Appendix F 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.
- Match up helpers with possible jobs taking into account abilities, child care responsibilities, etc. See Appendix B for an example helper schedule.
- Contact helpers to communicate/negotiate their arrival times and roles
- 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 (refer to the map provided).
- Collect any keys for toilets or other gates or buildings that you may need (liaise 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/Controller 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 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 and registration starts from 10am.
- Display the helpers schedule using the template in Appendix B
- 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 AND REGISTRATION

- See Appendix A for recommended registration setup.
- 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.
- The registration area is normally setup in a popup tent, leaving the caravan for the Sportident operators.
- 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.
- Setup the registration table with the Olynx laptops.
- Put up A-frame noticeboard.
  - Display Course Information (from planner, courses available, length, climb, etc).
  - Hazard Identification and Emergency Procedures (from controller). If they have not completed this, there are blank forms in the caravan.
  - A blank map of the event area if one is available.
  - Any other notices (e.g. future events).

## 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.
- Ensure the First Aid Kit is readily available
- 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 if required.
- 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
- Check that the Planner has put control descriptions in the control descriptions boxes
- Provide starter with written starter instructions supplied by Planner/Controller. Place particular emphasis on safety instructions. Ensure the starter instructions include the safety bearing and course closure time.

## 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

## 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

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

- Ensure the Controller 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

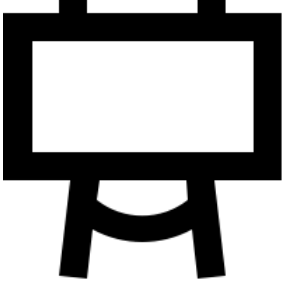






## AFTER THE EVENT

- 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 its home and take any extra equipment and put back in the shed (see Appendix F). Controls stakes and flags are returned to the shed (unless they are being passed on to the planner of the next event).
- Notify the Equipment Officer of any damaged or lost equipment including any first aid supplies that need replenishing
- Notify the VIP scheme administrator of who helped (and did not take a free run) for VIP points recording
- Complete the post-event feedback form on the PAPO website

APPENDIX A EVENT LAYOUT & HELPER TASKS

The following event layout is suggested to provide a consistent approach and direct participants to registration.

	In front of registration	Registration Popup tent			Start	Caravan
→				→		
From car parking.	<p>Try to have the noticeboard as the first thing people see when they approach the event.</p> <p>That way, hopefully people will read the information BEFORE going to registration.</p> <p>If possible have someone near the noticeboard to help new people (<i>Newcomers host</i>).</p>	<p><b>Registration/Cashier</b></p> <p>Collect entry fees first. Issue rental e-cards.</p> <p>If newcomers have questions, direct them to the <i>Newcomers host</i>.</p>	<p><b>Registration/Tablet Entry</b></p> <p>All competitors enter themselves on the Olynx tablets.</p>	To start	<p><b>Start</b></p> <p>Clear &amp; check. Start boxes. Start punch.</p>	The caravan should be apart from registration so people don't gravitate there to register & ask questions.





## HELPER TASKS

### CASHIER / REGISTRATION

- Direct people to *Newcomers Host* to answer questions and advise of a suitable course before registering.
- Take the money or punch the VIP card (or initial it) and put completed VIP cards into cashbox.  
Note that the event fees have been revised in 2021 to clarify how to charge those going out as a team. See Appendix D for current fees.
- Log contact details of those hiring rental e-cards and emergency contact information of Non-members. See Appendix E or form to use.
- Help people to use the OLynx laptops to register for their course.
- A queue will form at times, stay calm, it will soon die down.

### NEWCOMERS HOST

- Explain to newcomers, how today's event works.
- Help people to choose an appropriate course, including explanation of white, yellow, orange and red levels.
- Show an example map and explain the colours and important symbols.
- It is good for the newcomers host to wear a PAPO fluoro jacket to be easily identifiable.

### STARTER

- Check that competitors are suitably dressed for the conditions.
- Read out instructions supplied by the Controller. This should include details of the safety bearing and course closure time.
- 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 B - HELPER SCHEDULE

Event:	Date:		Planner:		Controller:		Coordinator:	
Task	9.00	10.00	11.00	12.00	1.00	2.00	3.00	
Caravan towing								
Set -up								
Registration & Cashier								
Newcomers host								
Start								
SportIdent								
First-Aid cover								
Packup								
Control Collection (3-4 people)								
Caravan towing								

## APPENDIX C – HINTS & TIPS

Some hints and tips provided by experienced coordinators:

- It's important to know at least a fortnight in advance how far the start area is from the caravan, (whether it's up a hill, past a locked gate), and how much taping needs done between start and start triangle – because that determines how many helpers are needed for set up.  
Any easy start location, close to registration is OK with 2 helpers for setup, more difficult arrangements may need 4 helpers or starting setup earlier.
- I like to make contact with the landowner rep in advance just to say I'm the coordinator on the day, so they don't go to a member they have already met as say Planner or landowner liaison. Could be the parks ranger, the farmer, the local community hall person – these people are very useful for..... unlocking a gate early, checking on toilets, advising on carparking. Sometimes they will advertise your event, or pick up rubbish for us!
- Couple of days before – check the weather forecast. Largely that relates to whether to put up the second pop-up tent, or put sides on the main one - which needs either extra helpers or extra time. The NZOF policy is also useful to read – example on hot weather events the 2nd easy up is required for shade – we followed that policy at SOW day 6 in January. Before leaving home on the day, check the forecast again re wind direction/strength, in order to position the caravan window and the popup tent for comfort of helpers.
- If the weather will be desperately cold/very wet, think about registration team advising/checking on appropriate clothing, plus rostering someone to be boiling water and offering hot drinks to finishers.
- Be aware that the person towing caravan to the event may be unavailable as a helper as they are setting up sportident.
- I like to have an experienced person at the start who will operate that area without recourse to the coordinator – it's also a place where newbie questions can delay regulars, so ideally I'd roster another newcomer-host type person at the start, and position them by the clear/check, plus the helper who rolls out the procedure.
- Welcome host at registration – it's so cool to get a new member or junior doing this – they relate to the newcomer and are so enthusiastic. Make them obvious by wearing a PAPO flouro jacket.
- Have a plan for a helper unavailable at the last minute – Usually as coordinator, I plan to run but plan B is I cover that slot myself.

## APPENDIX D – EVENT FEES

Note that the event fees have been revised in 2021 to clarify how to charge those going out as a team. Ensure those on registration understand the fee structure which is on the PAPO website and repeated below.

### Event fees for standard events

Includes OY series, other foot orienteering and MTB orienteering events.

Event fees are charged per individual, with maximums applicable for families and teams.

All participants are entitled to a map.

Entry type	Member	Non-member	Definition
Senior	\$12	\$20	Age 21 or older
Junior	\$6	\$10	Age 20 or younger or full-time student.
Maximum for family	\$30	\$50	Family group of up to 2 seniors and any number of juniors normally resident at the same address.
Maximum for team (seniors only)	\$50		Team members stay together and get one result. All team members can have a map. Includes E-card hire (one per team).
Maximum for team (mixed seniors/juniors or juniors only).	\$30		
Introduction to orienteering	\$10		Individual or team. For entry in the easiest course available. Includes E-card hire.
Individual e-card / sport-ident hire	\$3		
Compass hire	\$5 (refundable deposit)		

Member rates apply to PAPO members, students of schools with PAPO membership and members of any other orienteering club.

There is no limit on the number in a team or number of juniors covered by the family maximum.

Orienteers may run a 2nd course, subject to map availability; they pay an additional \$2.00 for the second course.

### PAPO members VIP points.

PAPO members can pay with VIP points. 1 clip per senior, 0.5 clip per junior, 2.5 clips per family. VIP points can be used to pay for guests. Helpers on the day can take a free run or collect VIP points.



**Event fees for Evening Sprint Series events:**

Event fees are per individual and are the same for members and non-members.

All participants are entitled to a map.

<b>Entry type</b>	<b>Entry fee</b>	<b>Definition</b>
Senior	\$10	Age 21 or older
Junior	\$5	Age 20 or younger or full-time student.
Maximum for family	\$25	Family group of up to 2 seniors and any number of juniors normally resident at the same address.



**APPENDIX E – NON-MEMBER & SI HIRE FORM**

**Please fill this out for public (non-PAPO members) or members hiring a SI**

Keep until all SportIdent e-cards and compasses have been returned.

<b>Name of Event</b>	
<b>Date</b>	
<b>Location</b>	

<b>Name of competitor (or person representing a group)</b>	<b>Contact phone number</b>	<b>Emergency Contact</b>	<b>Emergency Contact phone number</b>	<b>SI Hire (chip number)</b>	<b>Compass hire (tick)</b>

## APPENDIX F - EQUIPMENT

The following equipment resides in the caravan:

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>	



Qty	Item	Location
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





The following optional 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 (note that we no longer dig toilets and always hire portaloos if there are not any available that we can make use of).
4	Rolls of toilet paper
1	Hand sanitiser
1	Spade
1	Grubber

### APPENDIX G – 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 tower to check toilet paper, cups, water.
- 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