

Claro Organisers Checklist

Every area and event has its own particular issues so some of this list will not apply to any given event but its also possible there are problems not anticipated here. If you are unsure about anything talk to the controller or the fixtures secretary.

Dropbox

The fixtures secretary should invite you to use the online Dropbox (see dropbox.com for explanation) folder for the area and this should have the area-specific info you need. Please also update this folder with anything you can pass on to officials of future events. The folder can be used to communicate files with the planner and controller.

Please put risk assessment and related safety documents in the dropbox folder.

Permissions

Claro normally has a one designated person per area who communicates with the landowners. Contact the permission secretary and check what land we do have permission for, any restrictions (especially access to area before the event) and landowner 'emergency' contact details. Pass on this info to planner and controller.

Are there any gates, doors etc which may need unlocking for the event? Ideally you want to have the keys or, at least, the phone number of the person with the keys.

Car parking

For some areas the carpark is 'built-in' and permission will probably come with the area but otherwise it is the organisers job to find and negotiate a carpark. Ideally we want a signed agreement from the landowner to comply with BO insurance requirements. If using public car parking areas consider if we clash with any other events or times of heavy use.

Insurance

Claro has insurance for equipment including boxes, computers and loos but read the details for important conditions.

Dropbox/Claro Fixtures/0GENERAL DOCUMENTS/Insurance details 2020.pdf

- 1) We only need to notify insurers (via Treasurer) of a specific event if controls will be left out overnight
- 2) Controls can only be left out for the one night before the event
- 3) Equipment is insured in a house, locked garage, locked car or in situ at event (not a wooden shed). Electronic equipment should not be visible in a car. There are some common sense rules.
- 4) Hired toilets are covered but see details.

Loos

If there are onsite loos then you probably only need provide loo paper. Otherwise loos should be hired (usually 2 is enough).

British Orienteering guidelines suggest for up to 150 competitors there should be 2 units, up to 250 – 3 units, and up to 500 – 5 units

Confirm this is OK with landowner and consider any possible access issues for delivery and collection. Ensure supplier knows where they go - a 'loos here' sign or notice on gate.

Preferred suppliers:

Publicity

Claro does not normally use printed flyers but relies on the BO website(<https://www.britishorienteering.org.uk/event>) and Claro website. The fixtures secretary usually enters info on the BO fixtures but please check they are correct and adequate.

The Claro website event page is usually entered by the fixtures secretary but the website can be edited by most other members of the committee. Ask if you would like access to edit yourself.

This page is just advertising but should mention any issues that could affect if people want to come (eg long walk to the start) and should link to RaceSignup for entries. Linda deals with entries and RaceSignup.

A week before the event we publish final details - there is a template file of what these need to include.

Site layout

You will normally need to visit the site to check out siting of registration, download, toilets. Do we have a phone signal?

Check with planner/controller where start and finish are and proposed route to/from start/finish and who will put out signs and streamers. Don't forget signs from finish to download.

It is useful to create a site map for the team leaders and possibly for the competitors on the day.

The site services team in particular needs to know the layout.

Event teams

Email team leaders a month or so before the event to check they are available (or who is deputy) and prompt them to round up their teams. Check with planner/controller if there will be any extra demands on manpower such as multiple starts, road crossing or awkward carpark and pass this info on to team leaders.

Site services - Sue	birtwistle490@btinternet.com
Online entry: Linda	klindakelly100@gmail.com
Start - Mike Cope	mike.cop47@dsl.pipex.com
SI - Andrew Kelly	andrewkelly58@googlemail.com

You may need to coordinate use of available manpower.

The team leaders will bring their own equipment but SI team may need tent, table and chairs from the pavilion (or may have use of indoor area).

There should be a qualified first aider at the event. First aiders are:

Richard dickthelawyer@gmail.com

Susan birtwistle490@btinternet.com

Mike Cope mike.cope47@dsl.pipex.com

Quentin quentin.harding62@gmail.com

Ruth ruth.ker@gmail.com

Risk Assessment and Safety

It is the responsibility of organiser (with input from the planner) to create a risk assessment and get it signed off by the controller.

There are generic template risk assessment forms for terrain and urban events in the Dropbox Claro fixtures/0GENERAL DOCUMENTS

The start line briefing should be written in conjunction with the risk assessment. Some issues might be worth mentioning on the web page (e.g. particularly if affecting junior courses)

Obviously the risk associated with your specific event should be considered carefully.

Supporting documents should be in the white folder held at download on the day:

Start line briefing (to start team)

One copy of each course in case of search.

Map and directions to nearest hospital.

Map and directions for defibrillator (probably only for urban events).

Risk assessment

Map and directions for remote points of access for emergency vehicles (ask planner who should be more familiar with area)

Share mobile phone numbers between organiser, planner, controller, start, finish, download, first aid.

Missing competitor procedure

Signs

The organiser usually puts out any signs to the event (create map showing placement in advance), warning signs such as 'Runners crossing' and signs to Registration, Start, Download, Toilets and other warnings. Also put out the Claro feather. This kit can be got from 'the pavilion' at Bishop Monkton - this is usually open but contact Sue Birtwhistle birtwistle490@btinternet.com for access.

Post Event

Ensure everything is cleared up and pass on kit to next organiser or return to the pavilion.

Team leaders normally have a supply of Claro helper vouchers but you should give one to yourself, planner and controller.

The Download team normally do all the uploading of results but you could write a short summary for the webpage or newsletter.

Covid-Secure Events

See the British Orienteering website for the latest guidelines. Our present arrangements are outlined below but liable to change.

Risk assessment

There is a 'standard' RA form which needs little amendment if following the procedures below.

Entry

Competitor online registration is handled by Linda (treasurer@claro) who will need info on: courses, start times, entry fees, closing date. Linda will usually have only one entry form up at one time (so it is easier to match bank transfers to entries). The closing date needs to be decided with planner and map coordinator (Quentin) and is liable to be 1 week before event for professional printing or about Wed before if Quentin is printing. We usually print a few extra maps and Linda will accept late entries by email (forward any queries to her). Linda is usually at the event to collect outstanding payments and deal with entry issues and the registration team is unnecessary.