Guidelines for Organising Border Liners Events

November 2026

1 Introduction 3

2 In Advance 3

2.1 Permission 3

2.2 Controller and Planner 3

2.3 Pre-event publicity 4

2.4 Entries 4

2.5 Toilets 4

2.6 Risk Assessment 5

2.7 Safeguarding and Safety 5

2.8 Inclusivity Awareness 5

2.9 First Aid 5

2.10 Computer/Download 5

2.11 Other Helpers 6

2.12 Final details 7

2.13 Maps and Loose Control Descriptions 7

3 Equipment 8

4 On the Day 9

4.1 Road signs 9

4.2 Parking 9

4.3 Toilets 9

4.4 Enquiries/Registration/Hire Dibber Issue/Download 9

4.4.1 Setup 9

4.4.2 Operation 9

4.4.3 Operational Variations 10

4.5 Start 10

4.6 Finish 11

4.7 First Aid 11

4.8 Making Sure Everyone is Back 11

4.9 Collecting Controls 11

5 After the event 11

Appendix 12

Risk Assessment Forms 12

Standard Entry Fees 12

Example of pre-entries list required if using Splits Printer System for download 12

Mileage Rate for claiming expenses 13

British Orienteering Safeguarding and Safety information 13

British Orienteering Online Safety Course 13

Sample Final Details 13

Mobile Toilet Hire 13

Club Contacts 13

Club First Aiders with qualification expiry date and type of course attended 14

Club Controllers who can sign off a Risk Assessment 14

BL Stores Inventory 16

1 Introduction

This document covers the organising of both Local events and Regional events (also referred to as Cumbrian Galoppen events).

Local events are normally held on a Saturday morning and attract around 100 competitors

Regional events are normally on a Sunday and have 150 to 200 competitors.

Both event types cater for a full range of participants from beginners to experienced orienteers. Beginners can include families with young children, juniors running on their own or in pairs and adults.

Below is a summary of the tasks involved in organising, plus an average time frame. (Note: please don't feel you need to stick rigidly to this timetable – every event and every organiser is different).

- Make sure you have all the background information – where is the car park, who are the Planner, Controller and Computing Advisor (2-3 months before the event)
- Do a British Orienteering Online Safety Course if necessary (2 months before the event)
- Prepare preliminary event details for the BL website etc. (1 month before the event)
- Liaise with the SI Entries Coordinator (or the BL Website manager or your computer advisor) about setting up and opening pre-entries (1 month before)
- Prepare a Risk Assessment (1 month before)
- Talk to the appointed Computer Adviser about how download/results etc will operate (1 month before)
- Arrange for delivery of loos (3 weeks before)
- Recruit on-the-day helpers and let them know what their roles will be. Find out who the assigned first aiders are (2 weeks before)
- Prepare and publish final details (1 week before)
- Collect equipment (1 week before)
- Set up road signs, start, finish, download etc (or delegate this task) (early on the day, or perhaps the day before)
- Oversee the smooth running of the event and resolve problems (on the day)
- Clear away road signs, start, finish, download etc (or delegate this task) (late on the day)
- Return equipment to stores (within a week of the event)

Note: To make it easier to keep this document up to date, all contact details and other information that may change regularly are in the appendix at the end. The document will, for example, refer to the Fixtures Secretary and the appendix will give the name for the current Fixtures Secretary.

2 In Advance

2.1 Permission

By the time you get involved permission and car park will have been sorted out. If you have any questions, contact the Fixtures Secretary. Unless told otherwise, you should assume that you can visit the area whenever you want.

2.2 Controller and Planner

Make sure you know who the Controller and Planner are and that you have their contact details. The Fixtures Personnel Manager will tell you this.

For a Local event the Controller will be a BL member. For a Regional Event the Controller might be a BL member or could be from a different club. The Planner will always be a BL member.

You will need to liaise with the Planner regarding start/finish location, control collection etc.

There are significant variations in how much involvement the Controller will want with respect to the organisation of an event (their role is mostly related to the planning). Typically, they will just want to know that nothing important has been forgotten. At minimum they will need to sign off the Risk Assessment and approve the final details. They can also be a useful source of advice if required.

2.3 Pre-event publicity

About one month before the event, you should arrange for preliminary information to be published on the BL website, in the BL news email and on the BL Facebook page. Contact the Website Manager, the Club Emailer and the Club Facebook person. The information required is:

- Event location (including Grid Ref, Postcode and WhatThreeWords).
- Courses available plus their lengths and climb (even if only provisional). Maybe the map scale each course uses (if more than one map scale is in use).
- The start time range. The normal range is 11:00 to 12:30 for Local events and 10:30 to 12:30 for Regional events. Also, what time registration for entry-on-the day opens.
- What date entries should open and close. Normally the closing date is the Wednesday or Thursday before the event.
- Once entries are open, a link to the SI-Entries page.
- Which courses will have entry-on-the day (normally Yellow and Orange only). Reminder to entry-on-day competitors to bring cash (card payment is not possible)
- Cost – see appendix for normal prices. The Fixtures Secretary will let you know if different prices should be charged.
- A description of the terrain so that older competitors in particular can decide whether it is suitable for them. Try to make it course specific (e.g. “longer courses go into areas with significant heather/tussocks but Short Green stays in terrain with easy underfoot conditions”).
- Any other information that might affect competitors’ decision to enter (e.g. distance/climb on walks to start and finish, are dogs permitted, are there any toilets).
- For urban events, what courses unaccompanied under-16s can compete on. Ask the Planner about this.

2.4 Entries

All events should use the pre-entry system. Pre-entries generally close on the Wednesday or Thursday before the event at 23:59 to allow time for map printing. As well as pre-entries, you should have entry-on-the-day (EOD) available for Yellow, Orange and Red (if being planned). (Note that EOD is in addition to pre-entries for these courses).

Pre-entries: The SI-Entry system is used. Either your computer advisor or the club’s SI-entries Coordinator or the club’s Website Manager will help you set it up. (Start by asking your computer advisor). Entries need to open about 3 weeks before the event. Once entries are open, a link to the SI entry page needs to be added to the information on BL website (Ask the BL Website manager)

Entry On the Day: You need to decide how many extra Yellow (and Orange/Red if relevant) maps to print and let the Map Printer know. Between 5 and 10 of each is normal. There is a standard BL form for collecting details from EOD competitors – see link in appendix

Late Entries: Sometimes the BL Map Printer is willing to print maps as late as the day before the event. Discuss this with him and decide how late entries will be handled (e.g. late entrants could be asked to contact the Map Printer directly and then pay on the day). However, if you do not want this extra complication, then it’s perfectly OK to not to allow late entry!

2.5 Toilets

If there are no public toilets at the car park then it will almost certainly be necessary to provide one or more mobile toilets. The appendix gives the name of company from whom we normally hire them. Contact them around a month in advance. Normally the toilets are delivered and collected on weekdays. You will probably need to ring the hire company in the week before the event to confirm the booking and the precise location. Occasionally the hire

company want someone to be at the site when they are delivered – they will tell you if this is the case. If the loos are in a very public place, it's a good idea to ask the hire company to secure them with cable ties.

2.6 Risk Assessment

You will need to complete a Risk Assessment form. There is a link to a blank form in the appendix, and also an example of a filled in form. If you want a copy of the Risk Assessment for the previous event on the area, contact the Fixtures Secretary. Note that Risk Assessments now (since 2024) need to include the location of the nearest defibrillator. In the appendix is a link to a website that gives this information.
Discuss with the planner whether an emergency phone number (normally the organiser or planner's mobile) should be printed on the map, but only if there is a mobile signal the parking/enquiries/download.

For most events, the Risk Assessment is signed off by the event Controller. If the event doesn't have a controller, then any other BL member who is a controller can do it instead. (See list of controllers in the appendix). Alternatively, ask the Fixtures Secretary to sort it out.

You should have a copy of the signed Risk Assessment available at the event. (This can be electronic.)

Once complete, please send a copy of the Risk Assessment to the Fixtures Secretary

2.7 Safeguarding and Safety

British Orienteering requires all event organisers to complete an Event Safety Workshop/Course. If you have not already done this, an online course is available (see appendix for details).

Also, it is recommended that all event organisers look at the Safety and Safeguarding pages on the British Orienteering website (see appendix). The name of the club's Welfare Officer (Safeguarding) is also in the appendix if you want any additional information.

2.8 Inclusivity Awareness

Read the page on the BL website about Inclusivity. You don't need to do anything specific, just be aware of the club's statement on the matter.

2.9 First Aid

Qualified First Aid cover is a requirement. The Fixtures Personnel manager will let you know who has been assigned to your event (generally two people so that both can run). If you are a first aider yourself then this will not be necessary. Often First Aid can be combined with another on-the-day job (e.g. helping at the start) so discuss this with whoever is assigned.

2.10 Computer/Download

The Fixtures Personnel manager will let you know who has been assigned as Computing Adviser for your event. They will probably take responsibility for on-the-day registration, dibber hire, download, results display, posting results/Routegadget on the website afterwards, but discuss this with them.

There are two different systems that can be used – a Full Computer System and a simpler Splits Printer System. Each has its own advantages and disadvantages. A Regional event should always use the Full Computer System, but at a Local event your Computing Adviser will help you decide which is most appropriate

Here is an explanation of the two systems:

Full Computer System:
The computer has full knowledge of all the pre-entries and courses. When a competitor downloads, it checks whether they have mis-punched, and prints verified splits. It can also display or print results during the event and can check whether all competitors are back. Download needs to be manned by someone who knows the system and can sort out the problems which inevitably arise. This is normally your Computing Adviser. With the Full Computer System pre-entered competitors do not need to check in before they start, unless they need to collect a hired dibber.

Splits Printer System

The Splits Printer System is just a download box plugged into a printer. When a competitor downloads the printer simply prints what is recorded on their SI card (splits and total time). The system has no knowledge of their entry details (e.g. their name) or whether they have mis-punched. There are no on-the-day results and the system does not tell you whether all competitors are back. After the event the Computing Adviser will take the download box away in order to tally it with the entry information and produce final results.

The advantage of the Splits Printer System is that it can be manned by almost anyone. The disadvantage is that the only way to be sure everyone is back is for all competitors to check in before running and be ticked off when they return. Another disadvantage is that there are no at-the-event results.

If using the Splits Printer System, you should arrange to have a printed list of all pre-entries. Your Computing Adviser should be able to provide this (either a hard copy or PDF so you can print it yourself). There is an example in the appendix.

2.11 Other Helpers

You need to find some people to help on the day. The easiest way to do this is to ask the Club Emailer to put out a request in the club's regular news email.

You will probably need people for some or all of the following:

- **Parking** - the amount of help needed for parking depends totally on the nature of the car parking arrangements – for example if a public car park is being used, no one is required, whereas if the parking is split over several locations, you need quite a few. The Fixtures Secretary will tell you whether a parking fee should be collected.
- **Enquiries/Registration/Dibber Hire/Download** - discuss the requirements with your Computing Adviser. Sometimes they will take on the whole thing themselves. Or they might ask you to find other helpers.
- **Helping Novices** – probably only needed at an event targeted at Novices. Often the person doing computing/download can take this on.
- **Start** - for a Local event, it may not be necessary to man the Start, particularly if it is located close to the car park. But if it's an event specifically targeted at novices, there should be someone there to offer advice. At a Regional event you normally need two people at the start.
  These are the roles that might need filling, depending on the size of the event:
    - Someone to advise novices.
    - Someone to organise competitors in queues and ensure that there is at least a minute between competitors on the same course.
    - Someone at the start line with an SI check box to make sure competitors have cleared their dibbers.
    - Someone to take maps out of boxes/bags for competitors.
- **Finish** – It's generally not necessary to man the finish at a Local event, but at a Regional event there should be one person there.
- **Collecting Controls** – the number of people required depends on the size of the area, the number of controls, and whether the Planner and/or Controller are going to be involved.

Most helpers will also want to compete, so you may need two shifts for some of these jobs. You should let helpers know in advance what their job is and what period of time they need to do it for. At Regional events helpers are entitled to free entry. This does not apply to Local events. The SI Entries coordinator (or whoever set up SI Entries for the event) will tell you the code that helpers should use when entering to get their free run.

(Note that the planner, organiser and controller of all events are entitled to a free run at a future BL event. For more details talk to the BL Treasurer or Fixtures Secretary)

If there is a parking fee, helpers are required to pay it. The only people who do not pay a parking fee are the planner, organiser and controller.

2.12 Final details

Traditionally, separate final details were written and published. However, in practise the easiest thing to do is to update the preliminary details with additional information (and give them the title "Final Details"). In theory the Controller (if there is one) needs to approve the final details before they are published, but in practise just tell the Controller they are available online and ask for feedback. Final details should be put on the BL website in the week before the event. Once entries have closed an email should be sent to all entrants with a link to them. This is done via SI-entries – just contact whoever set up SI-Entries for the event.

In addition to the pre-event information (see above) the following should be included if not already there:

- Travel directions and Parking information (e.g. is there a fee?)
- Accurate distances/climb to start and back from finish (and mention if it is particularly rough underfoot or steep so that competitors know to leave plenty of time). Whether there is a clothing dump.
- Accurate course length and climbs (ask the Planner).
- Map information – scale, contour interval, anything unusual about the map symbols (ask the Planner).
- Information supplied by the Planner about the courses and terrain. For example, are there uncrossable fences and/or compulsory crossing point. Do any courses have a double-sided map? Are there any animals on the area?
- Are there toilets and if not where are the nearest public toilets?
- Link to the entry list so that competitors can check their courses.
- Where to collect hire SI-cards
- If the Splits Printer System is being used then make it very clear that pre-entered competitors MUST check in before going to the start.
- If the Full Computer System is being used then say that pre-entered competitors can go straight to the start (unless they need to collect a hired dibber)
- Contact name/email for queries.
- Safety information
- Reference to BL's Safeguarding, Data Protection and Photography policies. (e.g. *"For information about Border Liners Data Privacy, Photography and Safeguarding policies see https://borderlinersorienteering.org/club-info/privacy-and-data-protection/ and https://borderlinersorienteering.org/safeguarding-safetyx/ ".*
- For events after 1st Jan 2026, information about insurance for non BO members (eg *"**Please Note:** if you are a not a member of British Orienteering please read this important note regarding public liability insurance https://borderlinersorienteering.org/british-orienteering-public-liability-insurance/ "*
- Other possible things to include: Information about bringing dogs. Might cagoules be compulsory? Can shorts be worn or is full leg cover compulsory? Can campervans be accommodated? Is it possible to use public transport to get to the event?

2.13 Maps and Loose Control Descriptions

Check the arrangements for getting maps and loose control descriptions to get to the event. Often the Map Printer will bring them or possibly the Planner if they have picked them up in advance. It is recommended, at least for Regional events, that the maps are checked in advance in case there have been any printing problems – this is the

responsibility of the Planner and/or Controller. Note that loose control descriptions are only required for Regional events, not Local events. Find out how many spare maps for on-the-day entry have been printed.

3 Equipment

Most of the equipment is kept by the Equipment Officer(s) – contact them to arrange a suitable time to collect this. The appendix contains an inventory of all the equipment available. (It's from Jan 2022, with newly acquired items added later)

You will need some or all of the following:

- Correx signs as required (e.g. road signs, "To Start", "To Download", "Caution Runners" (for roads), "Don't forget to Download", "Enquiries" etc) plus mallet
- Fluorescent jackets, and perhaps arrows and pointing hands, for parking officials
- BL tall 'feather' (banner) – Make sure the bag includes the stake that goes into the ground.
- Smaller "Start" and" Finish" feathers. For urban events where getting feathers into the ground may be difficult you could just use the large Correx "Start" and "Finish" signs instead
- Canes or short (30cmish) fibreglass posts and red/white tape to mark the route to the start and/or back from the finish.
- Stakes for Start, Finish, Clear and Check boxes (either fibreglass ones, or if there are not enough once the Planner has taken the ones they require, there are aluminium ones you can use instead).
- Map Boxes for holding the maps at the start. These need to be clearly labelled with the course name. You could use plastic bags instead if it's a long way to carry boxes to the start. Again, make sure they are clearly labelled with the course name.
- If there are loose descriptions at the start (generally at Regional events only) small boards with bulldog clips to hold them.
- Organiser's stationery box (tape and general items)
- Tent and/or table for enquiries/download
- Loo paper (you may need to buy this yourself and claim it on expenses)
- Large orange first aid kit and blue first aid rucksack (make sure there is a small first aid kit in the rucsac as well as warm gear)
- Bottle of water for use in First Aid (there maybe some bottles at the stores, other fill/buy one yourself)
- Bottles of hand sanitiser
- Container for car keys (some people will want to leave their keys at registration while out on their course).
- Fluorescent "Ask me for help" bib.
- Container for collecting car parking money

In addition, you will need a float for entry on the day (take a note of how much you put in this and remember to reclaim it at the end of the day).

You also need to know the BL bank details (contact the Treasurer or BL Fixtures Secretary); sometimes competitors wanting to enter on the day arrive without cash, assuming they can pay by card. In this case an "honesty system" operates. Give them the BL bank details and ask them to pay later. (The Treasurer may be able to give you some pre-printed cards with the bank details on)

You may also need to collect the download equipment. This is kept by the Electronic Equipment Officer. It is possible that you can arrange for the Planner to collect this (as they will need to pick up the SI boxes in advance) or, depending on circumstances, your Computing Adviser may be able to bring it. Otherwise contact the Electronic Equipment Officer to arrange collection (they will know what you need).

The club owns a number of "ground protection mats" ("tracking") that can be useful if the parking is in a damp field or has a muddy entrance. However, they are too big to fit in most cars. Hiring mats (from the company who supply the loos) is also an option. If you want to know more, contact the Fixtures Secretary for advice.

4 On the Day

Give yourself plenty of time especially if the start/finish is not near the car park. Competitors often arrive early, and helpers may want to start before the first official start time if, for example, they need to get back to man the start later. This section describes the setup and operation of the event either done by you or by helpers.

4.1 Road signs

Put out any road signs you have decided to use. Note that road signs are far less important than they used to be as most people will use Satnav. Signs pointing into the car park field are still helpful though.

4.2 Parking

Brief parking officials. Should helpers park somewhere special? Is there a parking fee to collect? Are there special arrangements for campervans/minibuses? etc.

4.3 Toilets

Put a bottle of hand sanitiser at each loo door. Check loo paper. Once the event is over, close the loo doors with cable ties or something equivalent to prevent them being used by the public before they are taken away.

4.4 Enquiries/Registration/Hire Dibber Issue/Download

4.4.1 Setup

Make sure that Enquiries/Download is situated is in an obvious place so that competitors entering on the day can find it and competitors won't forget to download after running. Set up big "Enquiries" and "Download" signs. Make sure the person doing the job has the necessary equipment (e.g. box for car keys, float, table) and information (e.g. entry fees (including surcharge for entry-on-the-day - see appendix), course lengths, how many spare maps are available for on-the-day entries). Copies of the Yellow course map should also be on display so that children/novices can look at them in advance.

4.4.2 Operation

If the event is one where there are likely to be a lot of novices, you may need someone to "meet and greet" them - this is not the responsibility of the person assigned to download.

Full Computer System

If using the Full Computer System then the person in charge of running the computer system should be able to handle Entry-on-the-Day, Hire Dibber Issue and Return and Download. No pre-entry competitor check-in is required and entry-on-the-day competitors can be entered straight into the computer system, along with hire dibber information. At peak arrival time (typically earlier rather than later) if a lot of people turn up to enter then queues can build up. In this case having someone on hand to help giving advice to novices may be beneficial.

Note if there are any entry-on the day competitors who are not members of British Orienteering their postal address should be recorded (to comply with insurance requirements) and their email. This information should be given to the Fixtures Secretary after the event.

Splits Printer System

If using the Splits Printer System these are the tasks that need doing:

- Issue hire dibbers and keeping a manual record of the dibber numbers. Also record pre-entries who are using a different card from the one on their entry.
- Keep a manual record of entries on the day. The information required is
    - Name
    - Age class
    - Club (or if they don't have one, their address and email for insurance purposes)
    - SI-card number (which may be hired)
    - Course.
    - For non-British Orienteering members, postal address and email address (to meet insurance requirements). This information should be given to the Computer Advisor or Fixtures Secretary after the event.

- Record any course changes (see note below)
- Check in pre-entered competitors before they start (and ideally writing down the check-time)
- Tick off all competitors when they download and write down their times (in case issues arise with the download box).
- Make sure hire dibbers are returned.

One person (sometimes the Computer Adviser) may be able to handle everything but if there are a lot of people entering on the day or asking questions queues can build up. In this case, at peak time, having a separate person doing pre-entry check-in will help

The Computer Adviser will provide a list (see example in appendix) of all pre-entered competitors for checking people in and recording that they are back

At most events there will be one or more people who want to change course (usually to do a shorter one than entered). If you know that there is a map available (e.g. if you are aware of a no-show or know that extra maps were printed) then this is OK, but any changes must be recorded.

4.4.3 Operational Variations

a. (Only applicable if using Splits Printer System.) In some circumstances rather than having the pre/post run check-in at enquiries/download it may be better to have it elsewhere. For example, if the car parking is scattered over a wide area but there is a gate which everyone must go through on the way to the start and back from the finish, then you could have the pre/post run check-in in there. Another example is if the start and finish are remote but close to each other, then the pre/post run check-in could be at the point where the routes to start and finish diverge - this has the advantage that it's easy to know when everyone is back and the finish can be removed without waiting for a message from download.

   The person doing the check in needs a list of pre-entered competitors, but also to be aware that competitors who enter on the day won't be on it (but still need recording out and in)

b. (Only applicable to Local events). For Local events, if the start is in a public place and not manned, then you could consider issuing maps at registration/download. You need an additional person to handle this. Ideally maps would be folded/rolled so people can't see their course before starting but this is not essential. If you are going to do this then it must be made very clear in the final details and notices put up where people leave for the start otherwise there will almost certainly be people who turn up at the start without a map and have to come back and get one.

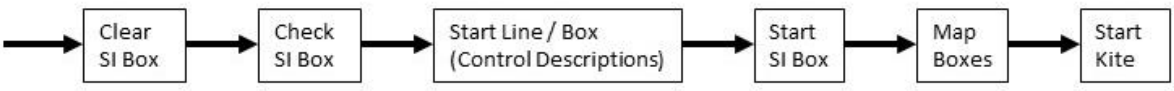
4.5 Start

Sign or tape the route to the start(s) unless visible from parking.

Put a "Start" feather or big sign at the start positioned to be visible on approach.

Set up SI Boxes on stakes (Clear, Check and Start), map boxes and start line/box/grid (see below). The Start kite is normally put out by the Planner – but make sure you have agreed this with them.

The order of the start layout is shown below.



Note:

- Loose control descriptions are only needed at Regional events
- At a Local event you just need a simple Start Line (i.e. a piece of tape pegged to the ground for competitors to wait behind. For a Regional Event you should have a Start Box (i.e. a rectangle of tape for competitors who are about to start, where they can pick up control descriptions). At a Regional event with a lot of competitors (more than 200 say) you might want to set up a grid with one lane per course in case there are people queuing.

- If it's windy make sure the maps and control descriptions (if applicable) are well secured (e.g. with rocks)
- The Start Kite should be at the position shown by the start triangle on the course maps. If it's not visible from the Start SI box then the route needs to be taped.

For a Local event you can simplify this by putting the start kite on the stake with the Start SI box with the maps just beyond.

Note that Yellow course maps should be at the start (like other courses), but one or two should be left on display at registration so that children/novices can look at them in advance. At the start they can be made available prior to actually starting if requested.

4.6 Finish

Set up finish feather (or sign) and Finish SI box on a stake with a kite. The Planner should tell you exactly where the finish should be. If the route from the last control is to be taped, agree with the Planner who should do this.

Put out a notice reminding competitors to download. If it's not obvious, mark the route back to the car park with red/white tape or signs. There is no need to man the finish at a Local event, but there should be one person there at a Regional event.

4.7 First Aid

Make sure the first aider knows where the first aid equipment is. The blue rucksack (which should contain a small first aid kit) is designed to be taken out to a casualty on a course. The large orange first aid kit stays at Enquiries/Download

4.8 Making Sure Everyone is Back

If using the Full Computer System, the person doing download will be able to tell you how many outstanding competitors there are. To do this they will need the SI boxes from the start (Start/Clear/Check) so once everyone has started these need to be brought back to download. If using the Splits Printer System, then use the competitor check in/download list to find out whether there is anyone outstanding.

What you should do if there are missing competitors is very circumstance dependent, but some of the things to think about are:

- Are they really still out or have they forgotten to download? Check on the computer (if using) to see whether they entered as part of a group, in which case there would be people waiting for them.
- Check whether there are still cars in the car park.
- Make sure you are not the only person left waiting for them. If there really is a problem you will need help.
- Call Mountain Rescue sooner rather than later especially in winter. (Ring 999, and ask for the police and then mountain rescue)
- If anyone goes out to look for a missing person make sure you know where they are going and check that they come back

4.9 Collecting Controls

Liaise with the planner, so that you can tell helpers where and when to meet.

5 After the event

Return all equipment to the stores, Electronic Equipment Officer etc. If it has been wet, you should ensure that all equipment is dry before you return it. In particular, wet kites should be air-dried e.g. on your washing line, and SI boxes should be unpacked to air indoors for up to 24 hours. At the stores make sure to put everything back where it came from to make it easier for the next organiser. Report any equipment loss or use of first aid supplies to the BL Secretary

Claim travel and other expenses from the Treasurer (see appendix for current travel rate). It's important to do this - the principle is that you give your time freely, but you should not be out of pocket.

Pass any money collected on the day to the Treasurer (as a bank transfer - the Treasurer can supply the account details). You could take your expenses out of it if there is sufficient and remember to reclaim any float used for entry-on-the-day.

If you want to send an email to all competitors (for example if there is lost property) this can be done using SI Entries. Talk to the whoever set up SI Entries for the event.

Email all helpers to thank them, and also send the Club Emailer a list of everyone who helped so that the next BL News email can acknowledge them.

Send a copy of the Risk Assessment to the Fixtures Secretary

If there were any significant accidents or incidents that could possibly result in an insurance claim this must be reported to British Orienteering. Contact the Fixtures Secretary for more details.
British Orienteering also want to know about any incidents or near misses that caused concern. This page on the British Orienteering website explains the sort of thing that should be reported

Note that the Computer Adviser has responsibility for making sure that Results and Routegadget are published on the BL website.

Appendix

(Please report any broken links to the Fixtures Secretary)

Risk Assessment Forms

Blank Risk Assessment Form (from British Orienteering)
https://bof2.sharepoint.com/:w:/g/Competitions/EZckFBnjDP1OuLXyLBZR-yoBGC4l128_MILCjZkxZfbHVQ?e=jouNoe

Sample Risk Assessment:
https://docs.google.com/document/d/1AYcSMqDHWd2vsSlGouQAZmz27HpFdMD4/edit?usp=drive_link&ouid=101625116850354906238&rtpof=true&sd=true

Website for locating defibrillators (but note that it doesn't include all of them – Google Street View can help):
https://www.defibfinder.uk/

Standard Entry Fees

These are the current entry fees (unless you are told otherwise):

Local Event: Junior/Student (M/W 20 and younger plus full-time students) - £3.00, Senior (M/W 21 and older) - £7.00

Regional Event: Junior/Student (M/W 20 and younger plus full-time students) - £4.00, Senior (M/W 21 and older) - £9.00

Extra Maps: £1 (For novices wanting to go round as a group/pair they can just enter one person and then ask for extra maps)

Entry on Day Surcharge (Local and Regional): £1.00 for Seniors

Example of pre-entries list required if using Splits Printer System for download

(This should be in alphabetical order of last names)

Last Name	First Name	Pre check-in	Post check-in	Course	SI card	Phone
Smith	Jo			Green	876542	01234 567890
Smith	John			Yellow		01234 567890

EOD Entries Form

https://drive.google.com/file/d/1LTt0hAt2LXuM2oIJBOm8ADn1LZMTEGse/view?usp=drive_link

Mileage Rate for claiming expenses

Mileage Rate for claiming expenses – 40p per mile for petrol/diesel cars and up to 20p per mile for electric cars (updated Sept 2026)

British Orienteering Safeguarding and Safety information

Available at https://www.britishorienteering.org.uk/safeguardingandsafety and https://www.britishorienteering.org.uk/safety_resources

British Orienteering Online Safety Course

Available at: https://www.britishorienteering.org.uk/elearning
The course is called "The British Orienteering eLearning Event Safety Course". It costs £12, but you can reclaim this from the BL Treasurer. The course doesn't have an expiry date; once you've done it, it lasts forever.

Sample Final Details

https://wordpress.com/page/borderlinersorienteering.org/4428

Mobile Toilet Hire

Lakes Loos: https://www.lakesloos.com/

Club Contacts

(Where no email address is given, contact the club's secretary, secretary@borderlinersorienteering.org , who can give you the address)

Chairman: Dan Parker (chairman@borderlinersorienteering.org)

Fixtures Secretary: Karen Parker (BLdanandkaren@gmail.com)

Fixtures Personnel Manager: Carol Edwards

Mapping Officer: Dan Parker (BLdanandkaren@gmail.com)

Map Printer: Dan Parker (BLdanandkaren@gmail.com)

Treasurer: Keith Tonkin

Equipment Officers (non-electronic): Phil and Janice Nichols (Equipment is stored at their barn in Aikton, between Wigton and Carlisle). Contact via equipment@borderlinersorienteering.org)

Electronic Equipment Officer: Jeff Powell Davies

SI Entries Coordinator: Jeff Powell Davies

Others who can set-up SI entries: Dan and Karen Parker (BLdanandkaren@gmail.com), Keith Tonkin

Website Manager: Karen Parker (BLdanandkaren@gmail.com)

Others who can update website: Keith Tonkin, Jeff Powell Davies

Club Emailer: Paul Watson

Club Facebook Admin: Paul Watson

Others who can start posts: Jane Yates, Jeff Powell Davies, Isabel Berry, Owain Rice, Karen Parker

Advice on planning *Yellow* and *Orange* courses: Dan and Karen Parker (BLdanandkaren@gmail.com), Christine Kiddier

Welfare Officer (Safeguarding): Jane Yates

Safety Officer: Jane Yates

Club First Aiders with qualification expiry date and type of course attended

Isabel Berry (Mar 2027, 12day)

James Chapman (March 2027, 1 day)

Brian Davies (March 2027, 1 day)

Patricia Davies (March 2027, 1 day)

Carol Edwards (March 2027, 1 day)

Christine Goulding (?)

Alan Hartley (March 2027, 1 day)

Christine Kiddier (May 2027, 2 day)

Andy Lewsley March 2027, 1 day)

Dan Parker (March 2027, 1 day)

Karen Parker (March 2027, 1 day)

Jeff Powell Davies (unknown but kept valid, 2 day)

Nancy Powell Davies (March 2027)

Keith Tonkin (May 2027 ? , 1 day)

Angela Whitworth (March 2027, 1 day)

Jane Yates unknown but kept valid, 2 day)

Club Controllers who can sign off a Risk Assessment

Isabel Berry

Tricia Davies

Carol Edwards

Gerry Garvey

Christine Goulding

Andy Lewsley

Owain Rice

Dan Parker

Karen Parker

Jeff Powell Davies

Keith Tonkin

Paul Watson

BL Stores Inventory

Held at Aikton (between Wigton and Carlisle)

January 2022 (with update since)

CORREX SIGNS (with BL or "O" logo)

1m x 0.6m:

- 2 x Turn Right "O" sign

0.9m x .0.45m:

- 1 x Start
- 1 x Finish
- 1 x Download
- 1 x Enquires
- 1 x Turn Right
- 1 x Turn Left

A4, on stake

- 6 x Turn Right Arrows
- 6 x Turn Left Arrows
- 6 x Straight-On Arrows
- 2 x Helpers Parking
- 2 x Follow Tapes to Start
- 2 x Caterers
- 2 x Follow Tapes to Download
- 2 x Remember to Download
- 2 x Motorhomes
- 2 x Traders
- 2 x No Entry
- 2 x "4 x 4 vehicles"

A4, not on stake

- 5 x Please Close Gate
- 10 x Keep Off Wall – Unstable
- 2 x Key Drop

4 x Large "Caution Runners" signs (Sept 2023)

Various sizes of blank/re-usable Correx for customising (some with logo, some without, some on stakes)

A variety of happy and sad face signs for use on White and Yellow courses to help keep youngster on the right track

BANNERS (2m x 0.6m with posts and guy ropes)

- 1 x Start
- 1 x Finish
- 2 x "Orienteering"

FEATHER FLAGS

2 x “Border Liners” - tall (5m or so)
1 x ”Finish” – shorter (3m or so)
1 x ”Start” – shorter (3m or so)

STAKES etc.

Yellow Fibreglass Stakes for SI boxes/kites

30 x 80cm high stakes
70 x 70cm high stakes

Short Yellow Fibreglass Stakes – 40 or so. About 40cm high, suitable for marking routes to start, finish, download plus taped routes on courses. (Attach coloured tape to top before use)

Mini route markers – 60 or so. Sturdy wire, about 30cm high with small flag. Suitable for marking routes to start, finish, download plus taped routes on courses.

Electric Fence Posts – 60 or so. About 1m high, green plastic, suitable for attaching notices and creating e.g. finish funnel

Aluminium Stakes – 30 or so, mostly with SI box holder. Thes are what used to be used for kites/SI boxes before fibreglass ones were available. Heavy! Still suitable for Start, Finish, Clear, Check boxes. Some have labels saying “Start”, “Finish” etc.

Canes - At least 150 of lengths between 0.5cm and 1m, some with strips of coloured tape attached. Suitable for marking routes to start, finish, download plus taped routes on courses.

KITES

- About 150 normal kites, of various ages, weights and states of repair.
- 20 mini kites (may be in Penrith)

FIRST AID

- Blue Rucksack containing Sleeping Bag, Warm Clothes, Survival Bag etc. and small first aid kit.
- Big orange first aid kit
- Large plastic boxes of equipment (dressings, bandages, plasters, disinfectant etc. Some of the contents are COVID related (PPE etc). This contains items for topping up first aid kits after use. No need to take it to events.
- 4(?) x Hand Sanitiser dispensers
- Large amount (10 litres?) of spare sanitiser in big containers

OTHER THINGS

- Start Display Clocks – 2 digital, 1 analogue
- Rolls Red/White Hazard Tape
- Hi-Vis Jackets/Tabards (some should have “Ask Me for Help” on)
- Arrows and Pointing Hands for use by parking officials
- 160 pin punches

- Box of tent pegs (suitable for marking control sites when planning)
- String/Rope/Cord
- 4 x Mallets
- 10 x clear plastic boxes with lids for holding maps at start –labelled with course colours (Brown to White)
- 20 x collapsible map boxes mostly labelled with course colours. No longer in general use – use the clear plastic boxes above in preference.
- Around 5 small boards with bulldog clips for holding loose control descriptions in the start lanes
- 50 (??) x gripples and keys for secure attachment of controls (urban events)
- Organisers Box (contains useful oddments - scissors, cable ties, marker pens, and much more)
- 4 x Clipboards
- 2 x Tables (1 small green plastic one and a large wooden one that is a bit unstable)
- 4 x Fisherman's Tents (small, easy to put up tents suitable for use by start/finish official in bad weather, or for leaving clothing in)
- Large Tents
    - Gazebo (3.5m x 3.5 m 2.t5m high, detachable mesh sides)
    - Tent (3m x 3m, 22.5m high, fully openable sides).
    - 2 x old heavy tents – not recommended!