

<b>Topic</b>	<b>Duration</b>
<b>Event Planning</b>	<b>10min</b>
<b>Site Visits</b>	<b>20min</b>
<b>Planning Courses</b>	<b>15min</b>
<b>Safety</b> <ul style="list-style-type: none"> <li>• Risk management plans</li> <li>• Incidents</li> <li>• Conflict</li> </ul>	<b>20min</b>
<b>Track Checking</b>	<b>10min</b>
<b>Organising Event Personnel</b> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Rosters</li> <li>• Duties</li> </ul>	<b>10min</b>
<b>Event Promotion</b> <ul style="list-style-type: none"> <li>• Web</li> <li>• Bulletins</li> <li>• Flyers</li> </ul>	<b>20min</b>
<b>Equipment requirements</b>	<b>20min</b>
<b>Online entry</b>	<b>30min</b>
<b>SportIdent Setup</b>	<b>20min</b>
<b>Printing Maps</b>	<b>10min</b>
<b>Catering</b>	<b>5min</b>
<b>Results and Reports</b>	<b>10min</b>

# MTBO Event Organising

## Creating an Event Plan

### Plan Ahead

1. Select a date.
2. Select an area.
3. Request access/activity permissions.

Organising an event takes time. Where possible, start 6 months in advance, particularly where permission is required for access.

It is better to visit a landowner in person wherever possible. Orienteering Queensland has a \$20,000,000 public liability policy. A copy of the policy can be downloaded from the OQ web site [www.oq.asn.au](http://www.oq.asn.au) or obtained from you club president.

### Confirm the Map

4. Check if a map exists

Confirm with the club mapper the situation with the map file. Obtain a hard copy and OCAD copy for use with 'Purple Pen' course planning software. Obtain the map folder where one has been made for the map that you are using. The map folder has copies of past courses and results which can be helpful in course planning. If no map exists, engage a mapper to produce one.

## Site Visits

### Choose an Assembly Area

Check the map to identify a suitable assembly area. Choose an area with plenty of parking space, if possible, not along a busy road. Pick somewhere spacious and pleasant. Safety of both competing and non-competing participants is important.

### Visit the Assembly Area

As soon as practicable, visit the proposed assembly area to confirm its suitability. Plan the specific layout, with a view to creating a flow of people from the car park to Registration, to Start and then Finish Results and Catering. Check for any known hazards, as per the sites Map Folder and be aware for any new ones.

## Safety

### Safety

Think through the safety issues and have a plan.

- Is it likely to be hot, therefore place water on the course.
- Traffic movement around the assembly area.
- On the day safety bearings.
- Availability of first aid equipment and trained first aiders. How can you have ice available on the day?
- Nearest doctor/hospital. Do you have telephone reception at the assembly area, or elsewhere in the area.
- Search plan.

### Weather

What are the anticipated weather conditions? Do you need shelter at the start, or for the finishers?

## Planning Courses

Course planning is a self-contained issue. The task is made easier by using course planning software. Determine the distances required for each course by looking at past results, or at results from areas with similar climb and track conditions.

Visit and mark the control sites. Use fluoro orange survey tape. Write the control number on the tape. Have another person check that everything is located correctly, with the right number. Note any map corrections. Hang the tape exactly where the control/punch is to hang from. If nothing is available, prepare a tripod of sticks. Do NOT leave this til the day the controls are hung.

Ensure that any "Out of Bounds" areas are clearly marked both on the map and on the day, on the ground with tape and signs.

## Track Checking

The track on an existing map need to be verified to ensure they still exist and are graded correctly. New tracks can also be captured during this process. Data capture using 2 x GPS devices is required to provide the mapper with accurate track positions. Tracks should be check between 1-3 months prior to an event.

### Updating the Web Site

Two months beforehand, the final details have to be entered for each event listed on the OQ web site. These details include the directions to the event, any special facilities being offered, such as catering or accommodation and any other change to the previous event details. Describe your road directions carefully and consider which direction competitors may come from.

## Online entry

### On Line Entry Information

As soon as event dates are known, create the events in the OQ website calendar (basic details) and Eventor calendar. Open the event for entries about 1 month prior.

## Event Promotion

At least four weeks ahead contact Liz Bourne [batmaps@halenet.com.au](mailto:batmaps@halenet.com.au) about sending out a MTBO bulletin, advising that your entry to your event is open. Also ask Liz to have the details published in the weekly email bulletin that goes out to foot orienteers. Preparing posters for display in local bike shops, gyms and around other MTB clubs can also help to gain entrants.

## Equipment requirements

### Equipment

What do you need and where do you get it? Equipment lists will vary from event to event. Write your own list and be clear how you are going to source each item. Do not leave it to the last minute.

### Water

How much drinking water do you need? Is there a tap in the assembly area? Are you going to put water out on the course? How are you going to keep the water in the field cool? Water in the field needs to be placed on a milk crate or box, with a tap, so that riders do not waste time filling their bottles.

### **Toilets**

Are you able to set up a pit toilet, or do you have to hire a port-a-loo. Book the port-a-loo ASAP from the town closest to the event, as they may not always be available when you want them. Allow water for hand washing at the toilets.

### **Direction Signs**

Go through the route to the event in your mind and determine how many road direction signs you will need. Do you have enough? If the road directions are complex, think of using signs to also help competitors leaving the event.

## **SportIdent Setup**

### **Sportident**

Who is going to obtain the controls for your event? When will the equipment be available? Where can you source hire SI sticks and zingers? Who will set up the event in the computer and run the finish?

## **Organising Event Personnel**

This is a major consideration. Most helpers will also want to ride in the event, so plan carefully how many helpers do you need at registration, start and finish, and what times they need to be available. Use early starters and a second shift if necessary to ensure that everyone who wants a ride gets the chance to do so. Most events require at least three helpers on registration and then only one after the last start. The start requires two and the finish can start with one and build up to four when the bulk of riders are finishing. Also consider the setting-up, packing-up and collection of controls.

## **Catering**

Are you intending to organise catering? Do not leave this until the last minute. Make certain the riders are aware if catering is being provided. Are you selling cold drinks? Who is purchasing, cooling and transporting the drinks? What about change? School P&C's, Mens' Sheds, Service Groups like Lions clubs are great resources to use.

### **Sponsorship**

If you are intending to organise spot prizes, arrange this as soon as possible, so that you can promote the sponsor.

## **THE WEEK BEFORE**

### **Promotion**

Issue reminders via email bulletins and social media channels.

### **Equipment**

Make certain that you have sourced all of your equipment requirements and know how, and when the gear is getting to the event. This includes water, catering, change Sportident controls, SI sticks, zingers, computer, etc. Make a list of equipment required at the start, finish, registration, results, etc.

### **Controls**

Check you have the numbers required and sync their clocks using the master unit.

### **Last Minute Instructions**

Prepare any last minute instructions and the basic rules and post at the start. How are riders to be advised of when the courses close, safety bearing, etc.

### **Instructions for Helpers**

Prepare any instructions for your helpers at registration, start or finish. Ensure that your helpers know what time they should arrive.

## **Printing Maps**

### **Map Printing**

Print the maps after entries close, on Thursday. Don't leave this until Friday in case there are problems. Print results cards. Print extras to accommodate on the day entries. Based on the entries received for each course by the closing date, determine how many maps for each course will need to be printed. Rather than leave the printing to the last minute, print additional maps for each course to allow for late entries. Make any last minute adjustments to the map and courses. Unless you are printing the maps on your own printer, create an PDF or EPS file for each course, plus the master map. Visit your preferred printer and ensure that they understand your requirements. 110 -130gsm paper will give you a good result.

## **THE DAY BEFORE**

### **Warning**

Do not leave things until the day of the event if they can be done safely beforehand. On the day, everything happens so fast there is often little time to react. Ensure that you have the materials to make some emergency signs.

### **Prepare the Assembly Area**

If this has not already been done, get rid of any object that could cause an injury, such as broken fences or star pickets etc. Dig the toilet hole. Mow any grass. Clear around the finish, results and start areas. Put up signage and tapes to the start, etc.

### **Sportident**

Download the Online Entry file from Eventor and import it into the MEOS. Print 2 copies of the Rego List. Print 2 copies of the Start List.

Bag up the SI sticks, punch strip, zinger and cable tie and label with riders name. Use envelopes. Sort them into Surname order and store in a shoe box or long carton.

### **Entry Payments**

Make a note of outstanding payment on the Rego list.

## **Controls and Water**

Hang the controls exactly where the tape has been placed and recover the tape. It is best to have a different person hang the controls as another check. The control flag, SI unit and emergency punch should all be hung separately, to avoid damage to the control flag. Water should also be positioned the day before as it can be a time consuming exercise.

## **Direction Signs**

If possible, hang the main road direction signs. This may be necessary to guide your helpers.

## **ON THE DAY**

- Arrive early.
- Set up toilet and tent. Do not forget the liner garbage bag on the toilet. Besides toilet paper, have a hand wash bottle with water, soap and a towel.
- Set up the start including banner, course markers, map boxes, tables, clear and check units for SI, plus spare units in case of malfunction. A watch or clock, start lists, clue boards and biros are also necessary. Riders are to be given their competition map one minute prior to their start time.
- Set up the finish and finish line. This should allow riders to finish without obstruction from cars or human traffic. Have riders dismount before downloading their SI stick.
- Hang banners and any special signs or notices at a height where they can be seen.
- Set up the results with course/class headings and any refreshments.
- Synchronise clocks between finish and start.
- Finally, set up Registration. By doing things in this way, you will maintain control over what is happening and not be swamped by riders eager to get moving before you are ready. Use small pickets and tape to create a flow through the registration point. Do not allow competitors to ride their bikes through Registration.

## **Novice Instruction**

The number of newcomers who have entered for the event will determine how many experienced riders you need to deal with novice instruction. The area for novice instruction needs to have a sample control, punch and SI unit as well as a bike with map board, zinger and SI stick attached. A map of a previous MTBO event is useful for showing novices what to expect. Explain the basic legend, what the control numbering system means and the requirement to take controls in order. Emphasize the course closure time and the need to report to the finish before departing from the area.

## **Mapboard hire**

\$5.00 each. Mark 'hire' against name on Rego list and pass names to finish tent for recovery.

## **Spot Prizes**

If you have spot prizes to draw, do not wait until the very late finishers are in. Most competitors have travelled a long way, they may have their family with them and they will be keen to head towards home.

## **Course Closure**

At course closure time, check to determine who is still out in the forest before starting the collection of controls. It is sometimes better to collect the last controls of each course at the end of control collection, in case the late finishers need to use them in order to know where they are.

## **Packing-up**

The start can be pulled down after the last starter has left. Try to maintain some control over when and how things are packed-up. Everyone is usually keen to help, but it is at this point that gear can be broken and mixed-up. It is better for the organiser to not pack anything, but to supervise others. Before leaving the area, ensure that all rubbish is removed from the assembly area and the car park. Do not forget to collect the road direction signs and to close any gates.

### **Helpers**

Remember to thank your helpers and ensure that they are aware to send you any expense tax invoices that they may have incurred, or to which they are entitled.

## **AFTER THE EVENT**

### **Landowners**

Thank the landowners in person, if possible.

### **Equipment**

Return all items of equipment to each relevant person, advising of any losses or breakages.

### **Finances**

Complete a Local Club Event Report form and forward any monies to your Club Treasurer, with tax invoices for any expenses. Furnish the treasurer with sufficient information about outstanding accounts, so that they can acquit the financials for the event. If there is no Local Club Event Report form in the map folder, they can be downloaded from the OQ web site.

## **Results and Reports**

Before returning the event computer, download the results and send them to Craig Steffens for posting on the OQ web site. Craig will also distribute the results to the editor of the MTBO bulletin and the weekly email bulletin. The ROY points will also be calculated and advised to all.

### **Accident/ Injury/Incidents**

All significant accidents or injuries, particularly those requiring treatment at a hospital or a visit to a doctor, are to be reported using the form available at the back of the map folder. This form should also be used to report any "incidents" eg. Land owner or other user complaints.

These forms are also available from the OQ web site at [www.oq.asn.au](http://www.oq.asn.au) under 'Downloads', 'Forms', 'Event Forms'.

### **Map Folder.**

At the conclusion of the event, make any notes about items that may need amending, a change in landowner telephone number, etc. Also add a copy of each course and the master map, as well as a copy of the results before returning the map folder back to Craig Steffens. Remember those who follow you will appreciate your thoroughness.