

1. Getting Started

1. Contact the Mapping Officer (Roger) to get a copy of the map (paper or electronic) – Pete Nelson may actually have the most recent version and may even contact you directly first to offer a number of options.
2. Once you have decided which map (or which area(s) on the map) you are going to use, let me know as soon as possible that I can arrange the required permissions through the appropriate Access Officer. Note that Event Permissions for NT, FC and LDNPA land are required a minimum of 6 weeks in advance.
3. Parking (roadside, public car parks, forestry tracks or private land) should be considered at an early stage as it is limited for some venues. Make sure you know where the parking will be (ask if you are unsure), and if necessary check with any relevant landowners. Some of these may make a small charge, e.g. £1 per car, which you may have to collect.
4. As soon as you can, provide basic event information for the website, e.g. parking / registration location, courses, walk to start, brief terrain description, plus anything else useful.
5. Ideally plan using OCAD. We have copies of the course setting software for all planners that can be provided (along with instructions) - you'll just need to register your licence online. See 'OCAD for Beginners' and 'Course Planning' guidelines.
6. Help and advice on planning is available upon request, including mentoring for first time and novice planners – speak to the Evening Event Coordinator.
7. All summer events should have Long, Short and Novice Courses (spring, autumn and winter formats vary – Evening Event Coordinator to advise).
8. Long course should have a winning time of ~45 minutes (4 – 6 km depending on terrain) with the 'average' runner not being out for significantly >60 mins.
9. Short course should be a bit shorter (2 – 4 km)
10. The Novice course (1 – 2 km) should be all along paths or obvious line features. However, since the competitors can be talked through the course before they set off it can leave a line feature if required. Tapes can also be used to get them across some open terrain.
11. A remote start and/or finish is OK, but don't make these too distant due to the limited time available for evening events. Ensure that any routes to and from the start/finish are marked, e.g. by some red-and-white tape and/or red flashing lights (don't forget to collect these afterwards), or described clearly at registration.
12. **However, the novice course should ideally start as close as possible to registration/parking. If this isn't possible, the distance/time to the start should be put in the event information asap.**
13. If the area is not Open Access then you should let the landowner or farmer know if you are going for a recce. Permissions for the event itself will be arranged through the club's Access Officers (see note 2 above).
14. Use control numbers 151 to 190 and randomise over the area. Avoid sequential control numbers on all courses. Use pictorial descriptions.
15. Mark location of the safety rucksack on the competition map (+). This should be in an obvious location.
16. Make sure you add an event title, e.g. "WCOC Evening Event", and date. It is a requirement of the BOF insurance that every event map is uniquely identified.
17. Make adjustments to the control sites and courses as appropriate. Once you're happy you can do a final recce to check everything and even 'run' the courses to check the length is about right. You can also 'tag' the control sites prior to the event with a small peg (or similar) to make putting out the controls easier on the day.
18. Send the courses along with the map you used to Roger for printing (ideally OCAD files via email) no later than the Tuesday preceding the Thursday evening event (see note below about FC and NT areas).
19. Send the final event details for the website to the Evening Event Coordinator and Anne Burbidge (anne_burbidge@hotmail.com). This should include the parking / registration location, course lengths, the distance from parking/registration to the starts (**especially for the novices**), the terrain type, plus any other special instructions.
20. **You MUST prepare a Risk Assessment for your event. Send these to the Evening Event Coordinator and Safety Officer (John Taylor, john829014@gmail.com) prior to the event for checking/signing (no Risk Assessment – NO EVENT).**
21. **A generic RA template has been produced, which is available from the Evening Event Coordinator. This must be reviewed by the planner(s) and information relevant to your particular event (access points, grid references, nearest phone, nearest hospital) and specific hazards inserted.**
22. **For Forestry Commission and National Trust areas Access Officers now have to provide course maps and risk assessments 7 weeks in advance. Bear this in mind when planning and allow plenty of time.**
23. **All planners must have completed the Event Safety Workshop (this is a mandatory BOF requirement for the insurance cover). Regular courses are organised by the club's Safety Officer.**