

4. During The Event

1. Starts times are normally 5.45 to 7.15 pm, but some flexibility is acceptable, e.g. earlier starts (5.30) allowed if ready to go, later starts if you're happy to leave it until, say, 7.30.
2. For the busier summer events, it may be necessary to advise competitors where to park.
3. Put the event notice in a prominent place – this should display the course information (length, no. of controls, ascent if possible), the entry fees (see below), the selected post-event pub, plus any other useful information. It will have on it the names of all the club first aiders plus a key explaining what the various control and map symbols mean.
4. **Cost is £3.50 senior and £2.00 junior.** SI card loan is free.
5. **Competitors must be registered by the planner using the pre-prepared sheets. No self-registration allowed. All competitors must have completed a Safety Card. Non-BOF members are also required by BOF insurance to provide their address.**
6. Non-members are covered by the BOF public liability insurance for three events, after which they need to join WCOC (and hence BOF) to continue being covered. Non-members can join BOF (and WCOC) for £5 (adults) and £2 (juniors) and should be encouraged to do so, especially if they are planning on attending several events. A flyer explaining this is available to hand out to non-members in the 'Equipment Box'. They can join either via the BOF via or on the night by filling in their details on the available form.
7. Competitors should be advised to take a whistle, and clothing appropriate to terrain and conditions with them.
8. If the weather is very bad on the night, then consider recommending waterproofs as well.
9. Default course close time is **8.30 pm**, but planners can vary this if required. If you do decide to make it earlier, then this should be made clear in the event details on the website and especially to any late starters on the night.
10. All competitors (especially those starting late), should be advised that they need to be back at download by course close time. Otherwise they will be assumed missing.
11. **All competitors to download when finished even if they retire** – this is required both as an extra safety check (using the Purple Dibber – see below) and to make sure we have accurate BOF levy payments.
12. As an extra Safety Check, there is a Purple Dibber in the Blue Download Case, which will give a print out (by ecard number) of all the people who have downloaded. This can be cross checked with the Registration Sheet if there is a missing or late competitor.
13. **Make sure all competitors are signed back in on the registration sheets upon their return.**
14. In the case of a missing competitor, then some guidelines are given below (and in RA).