

# Major Events Conference 17<sup>th</sup> Jan 2015

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# Stick to Basics

- Good fair Courses
- Good printing
- Sportident Equipment checked to ensure up to date and synced.
- The above gives good competition which is what the sport is about. You will be forgiven if aspects of the organisation are not up to scratch if the basics are good.

# Breakdown of Event

- Management Plan
- Finance
- Personnel
- Mapping & Maps
- SportIdent & IT
- Safety

Appoint IOC organiser	Agree facilities and accommodation with Event Centre
Appoint organiser	IOA AGM
Appoint planner	Define programme of events for Event Centre
Appoint controller (outside dub)	Plan and execute Event Centre programme
Appoint entries secretary	Create and manage Creche
Appoint SI guru	Goody bag (???)
Appoint equipment officer	
Appoint Jury	<b>Permissions</b>
Identify First Aid personnel	Get permission from coillte (if required)
Identify people required for control placement	Get permission from landowners (if required)
Identify people required for registration	Get permission from other bodies e.g. National parks (if required)
Identify people required for start	Get permission from ESB
Identify people required for on-the-day entries/timing	Get keys to barriers, gates etc
Identify people required for control collection	
Identify people required for general support	<b>Map</b>
Identify Floaters	Create map
	Update map with final corrections
<b>Location and Logistics</b>	
Assess parking requirements/availability	
Agree parking solution	
Assess requirement for Portaloo's	
Source Portaloo's if required	
Assess mobile phone coverage of competition areas	

<b>Entries</b>	<b>Finances</b>
Agree number of classes/courses	Prepare budget for IOC and agree
Agree fees, entry dates etc	Track expenses and monitor budget
Create on-line entry system	Source sponsorship
Create off-line entry form	
Announce opening of on-line entries	<b>Communications</b>
Announce opening of off-line entries	IOC Website
Manage receipt of on-line entries	Event publicity
Manage receipt of off-line entries	Prepare initial event bulletins
Manage changes to entries	Prepare bulletin updates
	Integrate event bulletins into overall event bulletin and publish
<b>Courses</b>	Prepare key contacts list for all race organisation personnel (laminated)
Agree number of classes/courses	Prepare text group to support 'Group Text'
Review areas in the field	
Prepare initial draft of courses	<b>Equipment</b>
Review courses in the field	Identify required kit
Finalise courses	Source required kit
Sign-off courses with controller	Reserve SI kit
Mark sites	Back-up Timing
Print maps & descriptions (waterproof paper)	
	<b>First Aid &amp; Safety</b>
<b>Prizes</b>	Assess any particular safety issues and mitigate if possible
Agree eligibility and number of prizes	Complete risk analysis if required
Source options and select preferred	Confirm first aid kit is fully stocked
Procure prizes	Confirm emergency response arrangements (on-site, call-out) (Garage)
Source championship trophy's	

<b>Appoint Remaining Team</b>	<b>Race Day</b>
Seek volunteers for remaining roles:	<b>Pre-race</b>
control placement	Import courses into ór
directions & parking	Import entries into ór
registration	Seed elites
start	Print start-lists (day1, 2, relay)
entries/timing/download	Collect keys and permit, if required
control collection	Collect SI kit
event centre	Collect other kit (see equipment checklist)
general support	Synchronise all SI units
Identify availability of race photographer	Place controls & SI units
	Mark Exclusion zones if necessary
<b>Technology</b>	Check controls, maps, descriptions
Confirm SI hardware and software operational	Put up road signs
Configure timing and results display systems	Setup parking
	Setup event area & pitch tent(s) (inc. Litter bins)
<b>Sponsorship</b>	Setup registration
<b>After-race</b>	Setup laptop (entries & download)
Collect controls	Setup start (including maps)
Break start, finish, event area	Set-up finish
Ensure all registered runners have returned	Set-up map reclaim system
Ensure all equipment and rubbish is packed	Assess any immediate safety concerns and act accordingly
Ensure any barriers that were un-locked are re-locked	
Prepare results for prize-giving	<b>During-race</b>
Complete prize-giving	Ensure finish system is operational and record finishes
Publish results through normal channels	Co-ordinate any emergency response as required

# Finance - Expenses

- Mapping
- Prizes
- Printing
- Toilets
- Permits & event Registration
- First Aid
- Travel expenses for officials
- Other, Accommodation, food, bibs, Misc

# Finance - Income

- Entries
- IOA
- **Surplus €1300**
- Due to 270 entries and expenses not claimed by club members



# Personnel

- Controllers
- Ample experience in the club
- Some members chose not to run over weekend.
- Extra persons needed for juniors, water station, Oakwood
- Floaters

# Mapping & Maps

- Mapping was late
- Planning was late
- 7 maps produced for IOC 2014

# SportIdent & IT

- Borrowed SI, none used twice
- All synced with same timemaster
- 2 computers plus backup plus extra for Oakwood
- Backup equipment for everything

# Safety

- Knowing who is out and who is back
- Form for each car
- Using SI
- Glen of Imaal personnel on site

# In the end

- It was grand on the day
- Bumpy ride with many issues
- ESB
- Late planning changes
- Reprinting middle maps
- Weather!!

**This made for a memorable event!!**

# Personal thoughts/Ideas

- Big undertaking for small club
- Split IOC among clubs, a day for each
- IOA run event
- When to do prize giving?

# How to get basics right

- Timeliness

Plan a year ahead when vegetation is same. This needs mapping to be finished.

- Manpower and equipment

Seek Help. Don't be a martyr. Very few will turn down help requests. Sure wouldn't you do the same?



# How to get basics right

- Quality Controllers.

They have the experience, so make sure you tap into that. Controlling is much more than about checking control sites. This should ensure the good fair courses

Get them on board early.

# How to get basics right

- Printing
- Don't cut corners.
- Waterproof paper not always the best option.
- Bagging may be better in bog.
- Print a week in advance.

This gives time to sort out issues, such as printer breakdown or some fault found with maps.

# How to get basics right

- Sportident & timing software

One out of sync box, particularly start or finish verging on disaster. Need at least 2 people who are SI nerds.

## **Have enough SI units for whole weekend**

Timing software, 2 computers, another for backup. Also backup power supply.

Competitors download to both computers.

2nd computer prints A4 results