Event Guidelines for returning to Orienteering

Issued by the Irish Orienteering Association

Last updated June 10th, 2020

All events from June 29th onwards

Pre-event	
Additional measure	**Recommendation/Implementation**
Volunteer plan	Put a clear volunteer event plan in place. Ensure all volunteers are comfortable and fully understand their roles and timings for the day, and that measures are taken to maintain the welfare and safety of volunteers and ensure they can comply with any social distancing requirements
Event safety	Consider the 'riskiness' of event areas and accessibility for mountain rescue in the event of an incident. Mountain rescue procedures have changed to minimise Covid-19 risks. For example, see the post by Kerry Mountain Rescue.
Event promotion	Ensure messaging is clear and consistent across all media (club website, social media, IOA website etc.). Consider if event numbers need to be capped and publicise well in advance.
Permissions	Obtain access to land in accordance with the relevant government guidelines, and adhere to any local or landowner-imposed restrictions.
Event payment	We strongly recommend cashless payment. The IOA has put a simple online payment system in place for use by clubs. There is no charge to use this system. Entrants are simply asked to show their confirmation email on their phone as proof of payment. Alternatively, clubs may introduce their own payment mechanism (e.g. Sumup, vouchers, bank transfer) if they wish. Entrants paying online must be guaranteed entry to the event. If entry numbers are capped, clubs should consider moving to a dedicated pre-entry system instead (see below).

Pre-entry only	Consider if events should be pre-entry only, with no entries taken on the day. This will allow you to manage the number of participants effectively and remove the need for face-to-face interactions when entering at an event.
Limited number of entries	There may be a government limit on the number of people who can safely attend your event. Local or landowner-imposed restrictions may also apply. You must have measures in place to ensure you comply with these requirements, such as only allowing pre-entries.

A staggered time for arrival may allow clubs to host more people, but this will vary depending on the nature of the event and of the area. |
Entry form	Entry forms should require entrants to tick a box to acknowledge that they agree to abide by the IOA's Covid-19 Participant Code of Conduct. Entrants must also provide their phone number in case contact tracing is required.
Allocated arrival/start	Consider giving entrants allocated start times (pre-entry) or using staggered start windows (e.g. early / middle / late) to help spread out participants and avoid large gatherings of people.
Extended start times	The windows for start times may need to be extended and the interval between individual start times modified, to spread people out and avoid crowding at the start. Consider other users of the area and try to avoid times that are busy with other members of the public.

Event day	
Participants	No restrictions on participants but at-risk groups should be advised not to attend.
Start layout	Starts will need to be arranged so that those queuing to start adhere to any social distancing requirements e.g. a formal start layout with large, clearly defined boxes. Only one starter/household group allowed in each box, regardless of course.
Start procedures	An official SHOULD record from each starter (at a minimum) their SI number, course and name. This official must maintain physical distance at all times. If the official changes, a different clipboard, pen and list should be used.

Manual punches	These should not be used and should be removed from all controls.
SI card rental	The card issue procedure must follow any social distancing requirements. SI CARDS SHOULD NOT BE RE-USED DURING THE EVENT. A system may need to be in place to store and clean hired cards after they have been returned.
Download area	Queues should be marked out to comply with any social distancing requirements, including a suitable distance between the event volunteers manning download and the participant. Ensure the download box is at least 2m from the laptop operator (and use a 'hands-free' download if possible). A car window can act as a suitable barrier, but the window should be disinfected afterwards.
No results displayed	To reduce the possibility of participants congregating in one place, results should not be printed out or displayed on screens at the event. Clubs may be able to provide live results at the event by Wi-Fi.
Map distribution	Maps should be placed in map boxes that are appropriately spaced. Consider physical distancing requirements - on the day, minimise the number of people coming in contact with maps.
Putting out and collecting controls	Clubs should be aware of the possibility of contamination of controls and take appropriate precautions when putting out and collecting.
After event cleaning	Controls may need to be cleaned before and/or after use.
Hand sanitiser	Hand sanitiser should be available at enquiries, the start and download. Competitors should bring their own hand sanitiser.
Socials	Clubs should not promote or encourage pre- or post-event socialising between members. No prize giving or presentations should take place.
Control descriptions	These should be made available online in advance of the event and printed on each map. Loose descriptions should not be provided.
Signage	Clear signage on physical distancing, event requirements and personal hygiene should be displayed prominently on entry to the carpark, at registration and at regular intervals throughout.